INFORMATION & TECHNOLOGY MANAGEMENT 10 – Employee Association/Union Acceptable Use Practice

Date: June 14, 2006 Revised: Mar. 23, 2011 Responsible Administrator: Superintendent

1.0 RATIONALE

Sturgeon School Division provides technology resources to support teaching, learning, or administrative operations. Network resources refer to all resources on the network of Sturgeon School Division including, but not limited to, Internet access, email accounts, installed software, personal file storage areas and all hardware attached to the network. The Division may authorize the executive of the respective employee association or union to use network resources to conduct association or union business.

2.0 PROCESS

The Superintendent or designate is responsible for this Administrative Practice and shall review same with the executive of the respective employee association or union on an annual basis.

3.0 GUIDELINES

3.1 All use under this Admin Practice falls under Admin Practice – Information & Technology Management 2 – Network Resources Responsible Use

3.2 Network resources shall not be used to campaign, canvass for support, debate, or in any other manner encourage Sturgeon employees to take political action.

3.3 Network resources shall not be used to promote positions in conflict with division policies, programs, or other operational guidelines or directives.

References:	*Board Policy:*	*F/I/14 Information and Communication Technology*
		E/III/6 Supporting the Growth and Development of Staff
		D/1/3 Security of Personal and Division Information
	Admin Practices:	*Information and Technology Management #: 1, 2, 4, 6, 7, 8, 9, 11*
		Information and Technology Management Exhibit: 1 & 2