



INFORMATION & TECHNOLOGY MANAGEMENT – EXHIBIT 1

Network Resources Responsible Use Protocol for Staff

Date: Mar. 23, 2011

Revised:

Responsible Administrator: Director, Curriculum and Instruction

INTRODUCTION

Sturgeon School Division provides staff with technology resources that support teaching, learning or administrative operations. Network resources refers to all resources on the network of Sturgeon School Division including, but not limited to, Internet access, e-mail accounts, installed software, personal file storage areas and all hardware attached to the network.

PRINCIPLES OF USE

- All network resources are intended for education use.
- As the owner of all network resources, Sturgeon School Division retains the right to monitor their use.
- Network resources are valuable and should be used appropriately to support the learning and business activities of Sturgeon School Division. Network resources must not be used for purposes that are illegal, unethical or immoral.
- The use of network resources is subject to all policies and practices of both the Division and individual schools/sites related to technology, property or conduct.
- Staff will deliberately utilize thoughtful approaches to the integration of emerging technologies in a safe and transparent manner that benefit student learning.

CONDITIONS OF USE

- Staff is expected to use network resources to further the mission of Sturgeon School Division. Appropriate personal use of the network is permitted provided the use does not interfere with the user's work performance, interfere with that of any other user, have undue impact on the operation of the network or violate any policy, guideline, or standard of Sturgeon School Division.
- Staff will ensure that publishing of any personal information about themselves or other network users on the Internet or in publicly viewed files meets the FOIPP guidelines established by Sturgeon School Division.

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, 10, 11
Information and Technology Management Exhibit: 2*



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- Staff who discover inappropriate material on the network is expected to advise their school administrator or the Manager of Technology Services.
- Staff will use their assigned login only in the manner intended. This includes accessing only network resources assigned to their login. Staff will not use another person’s files, output, or user name.
- Staff is responsible for the security of access (login and password) to their network resources.
- Staff will not decrease the operation of or access to network resources through inappropriate use of network resources, malicious activity directed against network resources or through unauthorized use of personal program/data files.
- Access to network resources with personal devices is subject to the Policy F/I/14 and associated Administrative Practices.
- Consequences of inappropriate use of network resources could include loss of network privileges, suspension, financial liability for damages, disciplinary or legal action.

ACKNOWLEDGEMENT

I understand and agree to follow the conditions of this Responsible Use Protocol.

Staff Member (Print) _____

Staff Member Signature _____

Date _____

References: *Board Policy: F/I/14 Information and Communication Technology
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