

# **Administrative Procedure 410**

## **Human Resources**

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### **STAFF ACCEPTABLE USE OF TECHNOLOGY**

#### **BACKGROUND**

The Charter Board believes all staff should be aware of and comply with its administrative procedure for the use of the Charter Board's network and information technology (IT). The Board provides access to the network and IT equipment to enhance learning for students and facilitate work activities for staff, contractors and volunteers. All users shall adhere to the following standards of responsible use when accessing either the Board IT resources (software, hardware, network or Internet), or their own personal electronic device for educational or business purposes. Westmount reserves the right to access, audit, and monitor use of all supplied IT resources, without prior notice of the user, to maintain the integrity of the system and to ensure responsible use. Violations of these guidelines will be addressed according to Charter Board administrative procedure AP 406 -Suspension and Dismissal of Employees.

The Superintendent is responsible for the administration of this administrative procedure.

#### **PROCEDURES**

1. Network access is provided for the following reasons:
  - 1.1 As an educational tool, for facilitating and enhancing teaching and learning.
  - 1.2 As a business tool, for communication and marketing purposes only.
  - 1.3 As a personal communication tool, without compromising professional responsibilities.

#### **RESPONSIBLE USE**

Staff, contractors and volunteers will adhere to the following:

1. Follow all charter board administrative procedures regarding responsible use of technology.
2. Take full responsibility for, and respectfully use, all IT resources and equipment available.
3. Take full responsibility for their actions when viewing and posting information and images online.
4. Treat others with respect and use appropriate language and images when communicating with others.
5. Only use IT resources and equipment for legal and appropriate activities.
6. Abide by copyright laws and use correct citation of any information sources.
7. Only use your assigned account and electronic data unless granted sharing permission by Human Resources or IT.
8. Use IT equipment, bandwidth, and file space responsibly.
9. Keep any passwords confidential.
10. Understand and acknowledge responsibility for any actions performed on the computer while logged on and always log out when finished on the computer or when away from the workstation.
11. Will not attempt to modify or defeat any network security provision.

12. Will not establish any unauthorized web sites and will seek permission from the principal before adding pages to Westmount's web site.

### **SAFE USE**

Staff, contractors and volunteers will adhere to the following:

1. Keep personal information secure, including age, address, and phone number.
2. Help maintain a safe computing environment by reporting any inappropriate material, security, or network problems to a teacher, administrator, or system administrator.
3. Understand the Charter Board uses a web filter to safeguard students and staff from inappropriate content, but that it may not always be possible to block inappropriate content.
4. Will not further distribute inappropriate content.

### **APPROPRIATE USE**

Staff, contractors and volunteers will adhere to the following:

1. Obtain permission of the individual(s) involved and of a school staff member before photographing, videoing, publishing, sending, or displaying their information online.
2. Obtain permission from individual(s) when sharing commonly created electronic data.
3. Use IT resources and equipment in a positive manner so as not to disturb system performance and to not breach security standards.
4. Not use any Westmount IT resources for political lobbying, product advertising, personal profit, or private business.
5. Only download, save, or install either full or portions of any software, music, movies, and images in accordance with the Charter Boards' standards and copyright laws.
6. Will not knowingly destroy any records that are the subject of a request pursuant to the *Freedom of Information and Protection of Privacy Act*.
7. Consider the private and sensitive nature of the information kept on the school's information system and will seek advice on how to keep such information secure.

### **PERSONALLY OWNED DEVICES**

Staff, contractors and volunteers will adhere to the following:

1. Use their own personal electronic devices on the Westmount network. When using a personal mobile device, all of the above conditions apply, in addition to the following:
  - 1.1 Realize that by registering/using a personal device on the Westmount network, the device can be monitored and the computing activities can be traced back to the user.
  - 1.2 Will only connect to the wireless network, and not the wired network or any other external network, even though other networks from the neighborhood might be visible.
  - 1.3 Will ensure any personal device is equipped with current virus protection software if supported by the device.
  - 1.4 Will turn off all peer-to-peer sharing (music/video/gaming) software or

web-hosting services on my device while connected to the Westmount network.

- 1.5 Will use any personal electronic device appropriately during class/business time. During non-instructional/non-work times, students and staff may use their personal electronic devices providing that they adhere to the expectations of this administrative procedure.
- 1.6 The security, care, connectivity, and maintenance of any device is the responsibility of the user.
- 1.7 Westmount is not responsible for the loss, theft, or damage of any device.
- 1.8 Technical support for any personal electronic devices are the responsibility of the user.

**Legal Reference:** *Freedom of Information and Protection of Privacy Act*  
**Cross Reference:** AP-141 Information and Communication Technology  
AP-406 Suspension and Dismissal of Employees  
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