



## **AP 210 – Appropriate Use of School District Information Technology**

### **Purpose**

The use of information technology in Nanaimo Ladysmith Public Schools shall be limited to authorized users using it in an appropriate manner to conduct the district’s educational, administrative and business activities.

Appropriate use of school district information technology occurs when the use:

- does not contravene federal or provincial legislation or common law;
- does not potentially make the school district liable or damage its reputation;
- does not compromise the performance, security or operational efficiency of the district’s information technology; and
- is consistent with the standards of conduct expected by district representatives and students.

### **Procedure**

#### **Definitions**

##### **1. Users**

Users of school district information technology means any person using school district technology including but not limited to: Trustees, employees, students, contractors and parents.

##### **2. School District Information Technology**

Information technology includes software programs, computers, peripherals and network equipment directly owned and/or managed by the district or use of third party information technology arranged by the district including Internet access. Peripherals include mobile devices such as cell phones or personal digital assistants and multi-functional devices such as photocopiers.

##### **3. Use of Information Technology**

Includes any use of school district information technology either from within district property or remotely to create, duplicate, store, transmit (download/upload), view or post material.

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### Preamble

The following items provide further detail to assist in the administration of the *AP 210 - Appropriate Use of School District Information Technology*. Appropriate use includes but is not limited to the items described below.

The nature of information technology use is subject to rapid development. The entire range of possible uses that currently exist, or those that may emerge due to technological development cannot be anticipated at the time of establishing the appropriate use policy. Therefore, in order to have responsive and effective policy relating to the appropriate use of information technology, the designated administrator responsible for information systems, subject to approval by the Secretary-Treasurer or designate, may modify this procedure from time to time as required to enable the district to better communicate, monitor or enforce appropriate use of information technology in the district.

This procedure will be reviewed annually to ensure consistency with the related policy.

### Use Consistent with Canadian law

Users may not use the District's networks, computing equipment or information technology to transmit any materials in violation of Canadian laws; including but not limited to:

- *Copyright Act*
- *Freedom of Information and Protection of Privacy Act*
- *Criminal Code of Canada* which includes sections on hate and child pornography
- The law of defamation

### Liabile or Damage to Reputation

When interacting with other users on the district-wide network or Internet, users are expected to behave as they would in any other environment where they represent their school or the district. It is important that users conduct themselves in a responsible, ethical, and polite manner.

Specifically:

1. Users must not duplicate, store, or transmit pornographic materials.
2. Users must not transmit or post threatening, abusive, obscene or harassing material.
3. Users must not use abusive, vulgar, profane, obscene, harassing, or other inappropriate language in online communications of any kind.
4. Users must not distribute abusive, vulgar, profane, obscene or similar material.

### System Performance, Security, Operational Efficiency

1. Users must protect the confidentiality of personal information that they access through the district's computer systems. This includes district information transferred to personal information technology.
2. Users are personally responsible for all activity that occurs within their account. Users must not share login/password with others, distribute or use anyone else's account name and password.

3. Users must not use information technology to conduct private commercial business activity.
4. Users must not attempt to violate the security of any of the district's computers, network equipment or servers.
5. All equipment purchased must be from the approved technology list, or by approval from the IS Manager or designate. Equipment not purchased in this fashion will not be connected or supported.
6. Donated or used equipment will not be accepted, connected or supported without prior consent by the IS department. Every donated item must be given to the IS Department for assessment of viability.
7. No computer can be connected to the Nanaimo Ladysmith Public Schools network or deployed as a stand-alone unit that has not been assessed by the IS Department. The IS Department can refuse the deployment of any machine it determines to be either a security threat, is not license compliant, or is perceived to incur a greater than average support cost to the district.
8. Currently, computers purchased in the district must be Intel or AMD based processors running the Microsoft Windows family of operating systems. Exceptions will be made only when a desired software application cannot run on the above configuration and then only with the approval of the IS Department manager or delegate.
9. Only IS personnel are allowed to install and configure computer hardware within the district. This includes, but is not limited to, computers, network devices and printers.
10. Only IS personnel are allowed to install and configure computer software within the district.
11. No sharing of attached printers is allowed within the district.
12. Users must not install or use security or software cracking tools.
13. Users must not propagate Viruses, Trojans or Worms knowingly or maliciously. Users are not permitted to disable existing anti-virus or anti-spyware software or systems.
14. Users must not access radio stations or video clips (typically referred to as "streaming" audio or video) over the Internet, unless the access is work-related and/or authorized.
15. Users must not install or use any peer to peer file sharing systems including, but not limited to: Limewire, Shareaza, Frostwire or Torrents.
16. Users must not transmit or otherwise expose confidential district information to the Internet.
17. Users must not distribute hoaxes, chain letters, or advertisements.

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18. Users must not send, forward and/or reply to large distribution lists concerning non-district business. In addition, users must consider the impact on the network when creating and using large, work-related distribution lists.
19. Users must adhere to licensing agreements for all software.

### Enforcement

Any content transmitted or stored using district information technology is a district record. There is no expectation of personal privacy related to the use of district information technology resources.

Users are advised that information technology is district property and may be inspected or monitored at any time.

Incidental personal use of information technology, consistent with this policy, is permissible providing it is not performed during work periods.

Any inappropriate use of technology in Nanaimo Ladysmith Public Schools may result in termination of the user's information technology access privileges and/or appropriate disciplinary action.

Adopted: April 28, 2010

References: *Copyright Act*

*Freedom of Information and Protection of Privacy Act*

*Criminal Code of Canada*