



## **SD 42 POLICY: 5780**

### **INFORMATION TECHNOLOGY AND COMMUNICATION SYSTEMS – APPROPRIATE USE POLICY**

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The Board recognizes the importance of information technology hardware, software and related infrastructure as part of the School District's operations and recognizes the increasing importance of technology tools as a part of the classroom and curriculum. The Board provides on-line systems and on-line resources (information communication technology systems or "ICTS") in supporting the delivery of educational programs and the business operations of the School District. On-line resources include all material that is accessed through a School District computer or via the School District telecommunications network through a personal device.

The Board is committed, within available resources, to providing accessible, reliable and secure on-line systems and resources to students, staff and approved guests for the purpose of learning, teaching, and management and administration of School District operations.

#### **CONDITIONS OF USE**

All Board policies, procedures, guidelines and codes of conduct apply to those using online systems and resources provided by or on behalf of the School District and all users are expected to comply with them and any applicable laws and restrictions that the Board establishes.

Users may use the ICTS for Incidental Personal Use, provided such use is not characterized as misconduct or does not violate any provision in this policy or any other policy of the Board.

Users are responsible for all activities carried out through their user accounts. All activities must be professional, respectful and factual.

Users bear the sole responsibility for the material they choose to access, send or display. Users should be aware that IT technology automatically generates a record of use including date, time and type of access.

Users will not engage in any activities harmful to the ICTS, such as disrupting services, intentionally damaging equipment, software or data belonging to the Board or other users.

Users will respect the privacy of others and not tamper with, open or read other users' files, passwords, and/or accounts.

Users will not use the ICTS to view or display material that contravenes District policy, the BC Human Rights Act, Criminal Code, Freedom of Information and Protection of Privacy Act (FOIPPA) or any other Federal or Provincial law including but not limited to material such as sexually explicit material, obscene or lewd material, or material promoting hate towards individuals or groups based on colour, race, religion, sex, sexual orientation, and ethnic origin or place of origin, unless for Authorized Academic Purposes.

The Superintendent or designate may from time to time exempt a user or department from compliance with this policy where a valid business reason exists.

Any breach violation of this policy and associated procedures may result in disciplinary action up to and including termination of employment.

The Board recognizes the great potential social networking services may provide to enhance education, communication, and learning. However, we also recognize the potential dangers of such services if used inappropriately.

The authority to develop, communicate and implement procedures related to this policy is delegated to the Superintendent.

**APPROVED: January 29, 2014**

**AMENDED: November 18, 2015**

**REVIEWED: May 2021**