

<p style="text-align: center;"><b>STRAIT REGIONAL SCHOOL BOARD</b> <i>Excellence in Lifelong Learning</i></p> <p style="text-align: center;"><i>PROCEDURES</i></p>	<p style="text-align: right;"><b>THE SCHOOL COMMUNITY</b>      <b><u>PRO VI-C-4</u></b></p>
	<p><b>COMMUNITY RELATIONS</b> <b>NON-STUDENT USE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY</b></p>
	<p>Adopted:                      February 4, 2004 Revised:                      January 9, 2013 Page:                              1 of 5</p>

**Non-Student Use of Information and Communications Technology**

**Professional Obligations**

These supporting procedures are intended to guide employees and elected representatives in their use of the electronic and online resources provided via the Board's information and communications technology network.

**Network Access**

All staff and board members will be provided with a computer user account. This account will provide access to a large number of electronic and online resources. Many of these resources are password protected, and accessible only with a username and password. Employees and board members are required to use this account to access e-mail and other necessary services.

**E-mail**

Staff is encouraged to use the School Board email Address Book to contact other employees within the Board.

When using email as a means of communications, users are expected to comply with the following principles:

- The Strait Regional School Board allows limited personal use for communications with family and friends, independent learning, and public service as long as it does not interfere with the completion of employee or board member duties.
- The Strait Regional School Board prohibits personal use of its email systems and services for unsolicited mass mailings, individual commercial purposes, personal financial gain, political campaigning, dissemination of chain letters, and use by non-employees.
- Employees should be aware that emails are easily forwarded and can end up in the possession of individuals to whom they were not intended. Mail transfer via the internet is also susceptible to hacking, and expectations of privacy should not be assumed.
- With the possible transmission of viruses by e-mail, the School Board uses anti-protection virus software to monitor incoming and outgoing messages and quarantine any suspect files.

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- Messages entering the School Board’s servers will be monitored based on known sources of Spam and on frequently received, undesirable content. These messages will be quarantined. The difficulty in monitoring and filtering messages based on content is the risk of blocking desirable e-mail which may have been picked up based on the established criteria.
- The examination of e-mail by the employer may occur:
  - a) on the written request of the employee or board member; or
  - b) in cases of just cause.

For more information, please refer to the Strait Regional School Board’s Electronic Communication Protocol available in the Document Depot section of the School Board’s website, [www.srsb.ca](http://www.srsb.ca).

**Computer Security**

Computer security is an important issue addressed by our technology support team and will be protected to the extent reasonably possible through the installation of various safeguards. Staff and board member computers will be configured with standardized images to ensure access to required programs (e.g., software, web browsers and anti-virus protection) and to facilitate its restoration should problems arise.

The script below is displayed on all SRSB computers when users log on to the Network. By logging on to the network, users acknowledge the following expectation:

*This is a private network for authorized use only and is the property of the Strait Regional School Board. Unauthorized use of this network is prohibited. Users understand and accept that any and all use of this network and the data generated may be intercepted, monitored, recorded, copied, audited, inspected and disclosed. This would only be done in accordance with School Board policy. By accessing this network you indicate your understanding and consent to the above and also to SRSB policies and supporting procedures, Network Access and Use, Policy III-B-3 and Non-Student Use of Information and Communications Technology, Policy VI-C-4 and supporting procedures, PRO VI- C-4.*

**Internet Use**

The Strait Regional School Board uses the latest technological solutions to block access to offensive and inappropriate websites including material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). The Board recognizes that these solutions are not foolproof. With unlimited inappropriate sites available, the responsibility for accessing the Internet rests with each user.

The School Board may examine a user’s web browser history in cases of just cause.

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## Mobile Devices

Mobile devices include, but are not limited to, laptops, netbooks, tablets, blackberries, cell phones and flash drives.

All mobile devices shall be password protected either by the user or the School Board.

Staff and board members shall securely store and protect mobile devices at all times from potential unauthorized access, loss, theft or damage. A mobile device should not be left where it is visible and unsecured.

To safeguard against unauthorized access, users shall close all programs, including the web browser, when the device is not in use.

## Technology Device Quick Reference Guide

Technology Device(s)	Proper Usage	Restrictions
<b>Cell phones, Blackberries and other Telephones</b>	<ul style="list-style-type: none"> <li>*Use for work purposes in accordance with all relevant legislation and/or policies;</li> <li>*Use only within Canada - prior supervisory approval and notification of Board FOIPOP administrator required for foreign usage;</li> <li>*Use for personal reasons should be limited.</li> <li>*Users will reimburse the School Board for any personal charges.</li> <li>*Users shall not install personal software or applications.</li> </ul>	<ul style="list-style-type: none"> <li>*Cell phones in vehicles must be "hands free";</li> <li>* Mobile phone usage may be monitored by supervisors;</li> <li>*Restrictions apply with regard to reasonable, secure usage and limited cost to the Board:</li> <li>*Technology devices may be upgraded only with prior supervisory approval.</li> </ul>

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<p><b>Computers, Printers, Scanners, etc.</b></p>	<ul style="list-style-type: none"> <li>*Use for work purposes in accordance with all relevant legislation and/or policies;</li> <li>* Observe all pertinent security precautions in using and transporting equipment.</li> <li>*All installations of software or applications must be requested through Strait Online.</li> </ul>	<ul style="list-style-type: none"> <li>*Technology devices may be upgraded only with prior supervisory approval;</li> <li>*Technology devices should be handled with care and maintained appropriately.</li> </ul>
<p><b>Internet Use, E-mail Accounts, etc.</b></p>	<ul style="list-style-type: none"> <li>*Use for work purposes in accordance with all relevant legislation and/or policies;</li> <li>*For work purposes, access via a web browser only – ensure user logs off completely;</li> <li>* If not work related, access via a personal email account;</li> <li>*Virtual Private Network (VPN) access must be limited to use only in Canada.</li> </ul>	<ul style="list-style-type: none"> <li>*Internet use must be completed in accordance with governing legislation, policies and/or procedures;</li> </ul>

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## Copyright

Staff and Board Members must adhere to the Copyright Act. (<http://laws.justice.gc.ca/en/C-42/>)

Information, even if visible and available on the Internet, is subject to this legislation and taking information without consent compromises the Copyright Act. This would include but is not limited to using a piece of software, a piece of writing by another individual, or a lesson plan created by another individual without a license or consent.

For additional information on Copyright, please access the following references:

### **Council of Ministers of Education, Canada**

<http://www.cmec.ca/139/Programs-and-Initiatives/Copyright/Overview/index.html>

### **Copyright and Educational Video Resources -**

[http://www.ednet.ns.ca/pdfdocs/copyright/copyright\\_resources-e.pdf](http://www.ednet.ns.ca/pdfdocs/copyright/copyright_resources-e.pdf)

### **Copyright Matters! Some Key Questions and Answers for Teachers**

[http://cmec.ca/Publications/Lists/Publications/Attachments/291/Copyright\\_Matters.pdf](http://cmec.ca/Publications/Lists/Publications/Attachments/291/Copyright_Matters.pdf)

## Personal Awareness

- Be cautious when accessing web services - you are often asked for your e-mail address and other personal information. Addresses are frequently shared by organizations and you may well be the target of Spam (unsolicited e-mail), which is an annoyance. You may wish to refer to the organization's Privacy Policy for specific details on how this information is used.
- Web Browsers typically display a locked padlock when security features such as SSL (secure sockets layer) are in place. These sites tend to have enhanced security provisions for users.