



PRAIRIE SOUTH SCHOOL DIVISION

Staff & Authorized Non-Employees Acceptable Use of Technology

Part I: Staff Conditions of Use

It is important for staff members to be aware of the operational conditions under which computers and computer networks are made available to them. The following information applies to teachers and support staff.

- a) Access to and use of Division computers and the computer networks may be monitored.
- b) Files or electronic communications involving the use of Division computers or computer networks are not considered private.
- c) Computers and Division computer networks are available only to users who act in an ethical, responsible, legal and professional manner.
- d) Computers and Division computer networks are provided for acceptable and work related purposes as per table 1.
- e) A breach of the conditions of use or guidelines may result in a temporary or permanent suspension of computer privileges or other sanctions.
- f) Computers and Division networks . . . table 1 (see table)

Part II: Staff Guidelines

It is expected that staff will utilize Division computers in a professional manner with due regard to the following:

- a) Preservation of the privacy of login (ID) and passwords.
- b) Preservation of the security of systems, material, and information to the highest degree possible.
- c) Reporting of known security breaches to a supervisor or network administrator.
- d) Sending or perusing rude or offensive material.
- e) Honoring copyright laws and all license agreements.
- f) Making unjustifiable demands on the Community Net infrastructure, or the school or Division networks, servers, or computers (i.e., online games or streaming media).
- g) Recognition that the content of any and all uploaded material reflects on the image of the school division.
- h) Forfeiture of the right to use Division infrastructure for personal financial gain.
- i) Required notification and approval of the network administrator prior to making any changes to the setup of school computers.

I have read and understood the conditions of use and the guidelines of this Staff Acceptable Use of Technology.

Staff Signature:

Date:

Table 1: Examples of Acceptable/Incidental/Unacceptable Usage

ACCEPTABLE		INCIDENTAL		UNACCEPTABLE		
Acceptable	Acceptable/Incidental	Acceptable	Incidental/Unacceptable	Unacceptable	Contravenes Other Policies	Illegal
Looking for lesson plans on the Internet.	Viewing online streaming media with students for a curricular purpose.	Preparing a roster for your child’s hockey team over lunch hour.	Preparing a roster for your child’s hockey team, tying up the computer when a co-worker needs access.	Walking away from a computer while still logged on and <u>NOT</u> locking the computer (<i>Ctrl+Alt+Delete</i>)	Excessive personal use of the computer (i.e. hours of work).	Running pirated/unlicensed version of software.
Accessing <i>Sask Ministry of Education</i> Website for resources.	Sending an e-mail to a colleague that deals with work and the schedule for your up-coming lacrosse tournament.	Sending e-mails to coworkers/others with birthday and holiday wishes.	Installing a 3 rd party computer program.	Sending division wide e-mails with ‘puppies 4 sale’ type messages.	Excessive personal use of the Internet (i.e. hours of work).	Making a libelous statement about a co-worker or student in an e-mail.
Sending a group e-mail with minutes from a meeting attached.	Downloading and installing software with prior authorization.	Browsing a news site during the lunch hour to keep up with current events.	Sharing username/password with a co-worker.	Downloading a trial version of a program and installing it without authorization.	Distributing racist or obscene jokes, pictures or graphics via e-mail.	Downloading, storing, distributing and/or selling pornography.

Note: These are examples ONLY and NOT exhaustive or inclusive!

Glossary of Terms to Accompany Student & Parent/Guardian Release Form

- E-mail:** Electronic mail. Messages of text (although pictures and other computer files may be attached) sent from one user to one or more others.
- Internet:** The Internet is a collection of computers throughout the world which are connected mostly using telephone lines for the purpose of sharing information. Historically, the Internet was used mainly by governments and educational institutions. Today, the Internet is used by millions of people including individuals, small and large businesses, associations, schools, universities and governments. The most popular part of the Internet is the World Wide Web (The Web).
- News Groups:** The division of the Usenet component of the Internet into discussion topics. Used to share opinions on specific topics of interest, participants 'post' queries and replies to newsgroups, much like leaving messages on a bulletin board. Newsgroups can be 'un-moderated' (anyone can post) or 'moderated' (submissions are automatically directed to a moderator, who edits or filters and then posts the results).
- Usenet:** The collection of wide variety of on-line discussions organized into subject categories. Like a series of electronic bulletin boards where each topic is called a news group.
- World Wide Web:** The World Wide Web is a part of the Internet. The Web is the most popular part of the Internet because it provides a way for members to access information in the form of text, pictures, and even sound and video. The Web is sometimes called the multimedia part of the Internet.