



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATIONS

Section: Human Resources

- Professional Activities

Regulation: CODE OF CONDUCT FOR
EMPLOYEES – TECHNOLOGY
AND INTERNET USE BY EMPLOYEES

Regulation Code: HR-5.3.1
Policy Code Reference: HR-5.3
Page 1

1. Purpose

This administrative regulation is written in accordance with the guiding principles in Board Policy No. HR-5.3, Code of Conduct for Employees and B-7.5, Social Media and Digital Communications, and their corporate identify.

The Kawartha Pine Ridge District School Board provides access to technological resources for employee use in support of the operation of the Board. It is critical to the operation and security of the Board's network that employees safeguard the integrity of the network.

This administrative regulation provides rules for the use of technology and the Internet by employees.

2. Definitions

2.1 **Board Technology** will include, but is not limited to, Board owned computer hardware and software, Board managed Cloud technologies, peripherals and other technological tools that are used for educational purposes and to support administration and operations, including laptops, notebooks, tablets, smart phones, the Board's email system and all aspects of the Internet, and support of non-Board owned computing devices using the Board's network. All Board technology, including the contents and data stored thereon, and Board technological resources and Board Internet used by employees on the employee's personal device, is owned exclusively by the Board and may be used in any manner consistent with the fulfillment of the Board's purposes.

2.2 **Internet** includes local **and** wide area district networks as well as external regional and global networks.

2.3 **ICT Staff** includes the Information and Communications Technology (ICT) senior manager, ICT managers, and ICT technical staff under the specific direction of the ICT senior manager and/or an ICT manager.

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

Section: Human Resources

- Professional Activities

Regulation: CODE OF CONDUCT FOR
EMPLOYEES – TECHNOLOGY
AND INTERNET USE BY EMPLOYEES – continued

Regulation Code: HR-5.3.1

Policy Code Reference: HR-5.3

Page 2

3. Board Technology/Internet – Rules for Acceptable Use and Access

Employees are required to make themselves aware of, and adhere to, the following rules for acceptable use of the Board's technology and Internet.

- 3.1 Employees are responsible for their account, including any use made of that account, and under no circumstance will employees permit any other person to use their account.
- 3.2 Employees will use passwords to regulate access to Board technology and will maintain their password in confidence. If the employee suspects that access to the employee's network account has been compromised, they must change their password immediately and notify the helpdesk.
- 3.3 Employees will use the network access only for job related educational and administrative purposes, which may include academic exchanges, special projects, support services, curriculum and professional development activities. A moderate amount of personal use is permitted in accordance with the standards set out in Section 3.8 below.
- 3.4 Access
 - 3.4.1 Employees will not gain unauthorized access to information resources, another person's materials, information or files without permission of that person, nor will they attempt to log on as another user.
 - 3.4.2 ICT staff may be exempt from 3.4.1 above to provide service and technical support to an end user with their approval, in which case the ICT department may reset the employee's password.
 - 3.4.3 Every effort will be made to ensure the privacy of an individual's information. However, at the request of a supervisory officer, principal or manager, an employee's account, materials, information or files may be accessed without the employee's approval, or prior notification, for reasons of security, investigations of inappropriate use, operations, or when an employee is absent from the workplace. Employees must understand and agree that the Board may access all the information stored

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

Section: Human Resources

- Professional Activities

Regulation: CODE OF CONDUCT FOR
EMPLOYEES – TECHNOLOGY
AND INTERNET USE BY EMPLOYEES – continued

Regulation Code: HR-5.3.1

Policy Code Reference: HR-5.3

Page 3

on or accessed using Board technology and/or the Board's network. For this reason, employees have no reasonable expectation of privacy in such information and should not use Board technology to store information that they do not wish the Board to access.

- 3.5 Employees will report any hardware, software or security problem immediately to the helpdesk. Unnecessary demonstration of any hardware, software or security problem to other users is prohibited, as is intentionally finding or exploiting security gaps, experimenting on the school's network, or using the Board system in such a way as to disrupt the use of the system by other users.
- 3.6 Employees will familiarize themselves with and respect copyright laws and licensing agreements. Employees will not plagiarize works (i.e. text or images they find on the Internet), nor will they use another person's property without that person's prior approval or proper citation.
- 3.7 Employees will not install freeware or unlicensed software. If employees install unauthorized software they will be responsible for any acceptable use policies associated with this software, and any costs to the Board as a result of binding the Board to this software.
- 3.8 Employees will not use Board technology or personal computing devices and/or the Internet:
 - 3.8.1 to run a business, pursue unauthorized commercial purposes or financial gain unrelated to the business of the school Board; or to offer or provide goods or services, or to advertise products;
 - 3.8.2 to conduct or assist to conduct political campaigns for municipal, provincial or federal elections, including advocating for or against specific candidates;
 - 3.8.3 to communicate or divulge inappropriate private or personal information about individuals;
 - 3.8.4 to conduct illegal, unethical, or malicious acts;
 - 3.8.5 to access or process pornographic material or inappropriate text files; and/or

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

Section: Human Resources

- Professional Activities

Regulation: CODE OF CONDUCT FOR
EMPLOYEES – TECHNOLOGY
AND INTERNET USE BY EMPLOYEES – continued

Regulation Code: HR-5.3.1

Policy Code Reference: HR-5.3

Page 4

3.8.6 to send hate mail, harassing or discriminatory remarks, political or derogatory comments to individuals or groups, and other unprofessional or illegal behaviours.

3.9 A moderate amount of personal use outside regular office/school hours is acceptable, provided this does not detract from the employee's work responsibilities, and provided that the use is in compliance with all aspects of this administrative regulation. Board Policy HR-5.3, Code of Conduct for Employees, or any other Board Policy. When using Board technology for personal purposes, employees must consider that all information on Board technology may be accessed by the Board without the employee's consent. For this reason, employees should not use Board technology to store personal information that they do not wish the Board to see.

3.10 The Board may restrict the availability of technical resources to individual or organizational use of email or the Internet at any time without notice, should it be deemed in the interests of the integrity of the system or Board.

4. Responsibility for Possession of Information on Board Technology

It is important that users of the Board's technology, software programs, and the Internet be responsible for the appropriate use of the system. To this end any information which is downloaded or comes into an employee's possession through a third party, will be in keeping with the intent of this administrative regulation.

Any information which is received from a third party which is not in keeping with the intent of this administrative regulation must be reported to the employee's immediate supervisor and not forwarded to others.

Employees who use Board technology in contravention of the rules set out in this administrative regulation may be subject to discipline up to and including termination for cause in appropriate circumstances.

5. Privacy

The Board reserves the right to implement monitoring software to record and identify use of Board technology and/or the Internet, and to review all Board technology and/or Internet use records when there is a reasonable basis for doing so. The Board may also conduct routine surveillance and monitoring in order to maintain the integrity and security of the Board's network.

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

Section: Human Resources

- Professional Activities

Regulation: CODE OF CONDUCT FOR
EMPLOYEES – TECHNOLOGY
AND INTERNET USE BY EMPLOYEES – continued

Regulation Code: HR-5.3.1

Policy Code Reference: HR-5.3

Page 5

In accordance with the above, the Board may access all the information and data contained on Board technology and/or the Board's network. For this reason, employees have no reasonable expectation of privacy in information stored or accessed on Board technology and should not use Board technology to store information that they do not wish the Board to see.

6. Disclaimer

All users of the Internet having access through the Board's computers, facilities, schools, offices or network must recognize that Kawartha Pine Ridge District School Board does not accept any responsibility for the use or misuse of information acquired, as well as any situations, issues and/or litigation that might arise from the unauthorized use of Board technology or use of Board technology in contravention of the rules set out in this administrative regulation.

Established: November 12, 2002

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