



**St. Albert**  

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**PUBLIC SCHOOLS**

**Employee Acceptable Use of  
Technology Guidelines  
(and Agreement)**

June 2012

## **Introduction and General Information**

St. Albert Public Schools provides employees with access to computers, electronic mail, the district telecommunications network and the Internet, to support and enhance learning, teaching and the school program.

These systems are supplied to increase district internal communication, enhance productivity and assist district employees in upgrading their skills through an increased exchange of information with their peers. Electronic communications will also assist the district in sharing information with the local community, parents, social services agencies, government agencies and businesses.

All users must assume responsibility for understanding the Employee Acceptable Use of Technology Guidelines as a condition of use. Use of district resources in a manner inconsistent with these guidelines may result in disciplinary or legal action.

Employees should be aware that their personal files and district electronic mail are accessible under the provisions of the Freedom of Information and Protection of Privacy Act. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating acceptable use guidelines or the law. An individual search will be conducted if there is reasonable evidence that a user has violated the law or has seriously contravened the district's acceptable use guidelines and/or standards of professional conduct.

## **Acceptable Use and Basic Premises**

At all times, employees shall use district technology resources in a safe, responsible, efficient, ethical and legal manner in accordance with all school and district rules, regulations and guidelines.

Employees shall immediately notify school or district administration or their local system administrator if they have identified a possible security problem.

**WHEN USING TECHNOLOGY OR NETWORKED INFORMATION, ALL EMPLOYEES SHALL CONDUCT THEMSELVES IN A MANNER WHICH MAINTAINS THE SAFETY, POSITIVE REPUTATION AND DIGNITY OF THE DISTRICT AND ITS SCHOOLS AND ITS STUDENTS.**

## **Unacceptable Use**

The following uses of any district electronic resources are unacceptable and may result in disciplinary or legal action. Unacceptable use is defined to include, but not be limited to, the following actions:

- Violate any school or district rule, policy or guideline.
- Transmit or access any material in violation of any local, provincial or federal law. This includes, but is not limited to: copyrighted materials, threatening or obscene material or material protected by copyright or trade secret.
- Use profane, obscene or other language that is offensive to another user.
- Damage computers, computer systems or networks, disrupt the operation of the network or commit any form of vandalism.
- Copy and/or download commercial software or other material (e.g. music) in violation of federal copyright laws. The illegal installation of copyrighted software or files for use on district computers is prohibited. Users of software shall abide by the software licensing agreement provided by the software publisher.
- Plagiarize others' ideas, writings, graphics or other creations and presenting them as if they were original.
- Use the network for commercial, political or illegal activity.
- Access the network to obtain or transmit pornographic or obscene material. Inadvertent receipt or access to such material must be deleted immediately.
- Create or facilitate the spread of a computer virus.
- Provide your network ID and password to anyone other than the system administrator. You are responsible for maintaining your own password and account security.
- Access any resource on the network that goes beyond your authorized access, including another person's electronic mail or network account.
- Engage in an activity or correspondence that contravenes expectations for generally accepted professional and appropriate conduct.

## **Appropriate Use of Electronic Mail**

Any time you communicate with your district electronic mail account, you are using public property and must comply with all school and district rules, policies and guidelines, as well as work in a responsible, efficient, ethical and legal manner.

Electronic mail accounts are the property of the district, and electronic mail messages are district records as defined in the Freedom of Information and Protection of Privacy Act.

The following uses of the district electronic mail are to be avoided at all times:

- Transmission of large attachments for non-educational purposes. Large attachments (large graphic files, video file formats, etc.) consume a large amount of network bandwidth on the district telecommunications network and reduce Internet and network access speeds.
- Bulk communications. Sending electronic mail messages to a large number of people unless specifically for educational or curriculum related activities is not allowed. Bulk communications should contain district related information only. Bulk communications of “junk mail”, jokes, chain letters etc. are not allowed.
- Electronic mail may not be secure at any or all points in its transmission and could be seen by anyone, inside or outside the district. Therefore, users are advised that messages of a highly sensitive or confidential nature are better sent encrypted.



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## **Employee Acceptable Use of Technology Guidelines Agreement**

School/site \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

I have read and will comply with the district's Employee Acceptable Use of Technology Guidelines, and understand and will comply with the attendant responsibilities and obligations.

Signature \_\_\_\_\_

Date \_\_\_\_\_