

**SECTION 1000 – HUMAN RESOURCES
USE OF COMPUTERS**

The use of Information and Communication Technologies (ICT) is a fundamental component of teaching, learning and administration in the Lord Selkirk School Division.

The use of ICT facilitates problem solving, communication, collaboration and improves personal performance. The Division expects its employees to use ICT in the day-to-day completion of each employee’s duties. As such, ICT literacy is required for all staff and is supported by the Division.

Lord Selkirk School Division computers, software, networks, services, electronic systems, and access to the Internet are intended for educational, research and administrative purposes. Staff are permitted to bring their own personal devices. Should a staff member bring in their own device, they do so at their own risk. The Division cannot be held liable for any information or hardware that may be lost, damaged or unavailable due to technical or other difficulties.

Teachers require ICT to:

- enhance student learning, monitor, and track student learning and attendance;
- develop Digital Citizenship in students as well as critical thinking skills necessary to become contributing members of today’s society;
- infuse ICT in teaching and learning based on current research and pedagogical practices as a tool in achieving or improving outcomes for students;
- communicate and/or collaborate with others;
- post student marks and records for parent access; and
- complete daily administrative duties that may or may not be related to students.

Administrative and support staff require technology to:

- complete Divisional business;
- access information for research purposes; and
- communicate and collaborate with others.

Employees of the Lord Selkirk School Division are responsible to:

- ensure confidential information of the Division is protected;
- abide by all copyright and intellectual property laws;
- respect the rights and privacy of other ICT users and follow generally accepted network etiquette rules;
- use only authorized online services and third-party hardware;
- understand the consequences of inappropriate use of ICT;
- have their ID badge on them at all times when in schools and immediately report a loss of ID badge;
- use only user IDs and passwords assigned to them to access Division resources and keep passwords private;
- store data only on authorized storage services and authorized division-owned devices; and
- take reasonable measures and act responsibly to protect equipment from misuse, loss, theft, or damage and notify the IT department in any such event.

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- notify the IT department about any security issues or unauthorized accesses;
- accept ultimate responsibility for their actions while accessing Division resources; and
- use ICT in an ethical and professional manner at all times.

Employees shall not:

- send or display data which may be deemed to be offensive;
- share personal student or staff information with parties outside of the division;
- make unauthorized repairs or alterations to hardware or software;
- violate copyright laws;
- provide access to ICT to non-divisional staff or students;
- use another's password or attempt to access another's folders, work, or files;
- introduce malware or any destructive data or software into the network;
- store any employee, student, or sensitive data on unauthorized devices or services;
- gain unauthorized access to Division resources;
- employ the network for commercial or illegal purposes;
- access and/or distribute passwords of other employees; and/or
- use Division resources for activities beyond those required as an employee of the Division.

Guidelines for Staff Supervising the Use of ICT Resources by Students

Staff who direct or supervise the use of ICT resources by students shall:

- supervise activities involving the use of ICT resources including access to the Internet; and
- review with students, once per year, the Divisional guidelines as articulated in the Acceptable Use of ICT by Students Administrative Procedure.

Privacy

Employees should not have any expectation of privacy with respect to any equipment or networks that the Division provides. This includes personal devices connected to the Division's Wi-Fi network(s). The Division reserves the right to monitor staff use of Division ICT to ensure the acceptable use by staff. This may include accessing files, email, and other information where there is reasonable cause to suspect misuse of the system or violation of this procedure. Inappropriate use may result in a loss of those privileges or other appropriate consequences.

Staff photos are mandatory upon hiring and will be displayed on provided ID badges. Staff photos may be shared within the division and added to digital user profiles automatically. Staff may opt-out of this sharing. Non-identifying data from staff photos may be shared with authorized third parties to enhance divisional security and safety.

Equipment

Employees may be provided with individual ICT devices. These devices are to be used for job-related functions as described above. Authorized devices may be taken home for short-term leaves or during summer break.

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Employees going on longer-term (greater than one week) leave should return their equipment to the IT department.

Termination

An employee's access to the division's networks, devices, and data ceases at such time that the employment ends. Any equipment provided to the employee must be returned to the division upon their termination.

Abuse or misuse of Lord Selkirk School Division ICT may not only be a violation of this policy or user responsibility but may also violate laws including the Criminal Code. Violations of this policy may result in a loss of access, other disciplinary measures, legal action, or financial reimbursement.

General Provisions

All technology equipment owned by Lord Selkirk School Division is to be managed, deployed, maintained, and disposed of by the IT department. Any technology or ICT purposes must be reviewed and approved by the IT department.

Authorization of services, software, and hardware is at the discretion of the Manager of IT. Specific exceptions to this policy may be allowed by the Manager of IT or Senior Administration.

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