



**MOOSONEE DISTRICT  
SCHOOL AREA BOARD**

<b>ADMINISTRATIVE PROCEDURE HUMAN RESOURCES: NO. 462</b>	
Effective	May 3, 2016
Last Revised	August 20, 2023
Last Reviewed	August 20, 2023

**ACCEPTABLE USE OF TECHNOLOGY: STAFF**

**PURPOSE**

The Moosonee District School Area Board provides information and communication technology services to its students and staff. The Board recognizes the value that technology can bring to support student achievement and well-being, business proficiency, and staff development. Technology allows students and staff members to communicate and collaborate with others in and beyond the classroom, acquire skills in various program areas, and to significantly expand their knowledge base.

Appropriate use of technology contributes to a positive and safe learning and working environment. Board expectations for student use of technology are set out in Administrative Procedure 340 Student Use of the Internet, and Administrative Procedure 341 Personal Electronic Devices.

This administrative procedure addresses the appropriate, responsible, and acceptable use of the Board’s information and communication technology resources by staff members. Since inappropriate use of the Board’s systems exposes the organization to risk, it is important to specify what is permitted and what is prohibited.

**DEFINITIONS:**

**Information and Communication Technology:** Board technology includes but is not limited to all Board-provided computing devices and equipment, licensed software and computing services, internet services used for educational purposes, network hardware, software, and bandwidth.

**Board Technology Services:** Board technology services include:

- access to the Board’s network from any location, such as, but not limited to, the school, workplace, home, or other offsite locations;
- Board-provided hardware including, but not limited to, removable and/or external storage devices;
- access to the Board’s network and/or technology services from a personal device; and
- Board-provided software and applications including, but not limited to, cloud-based resources.

**Digital Content:** Digital content is any data, files, pictures, or videos stored on or accessed with computers and mobile devices.

**Network:** A network is a collection of servers, computers, and mobile devices connected together through various transmission media to facilitate digital services and digital communications among people.

**Network Account:** A network account is a credential consisting of a unique identity and a secret password that gains access to network resources, digital services, and digital content based on established access rights and permissions.

**PROCEDURES****1. Guiding Principles**

- 1.1 The Moosonee District School Area Board's information and communication technology shall be used in support of the Board's philosophy, goals, and values and will support the Board's primary purpose of promoting student achievement and well-being.
- 1.2 Staff members shall conduct themselves in accordance with the law and with the relevant Standards of Practice expected of their employee group or profession as they would in any other environment where they represent their school or department.
- 1.3 The use of Board technology is a privilege, not a right.
- 1.4 Any use of the internet for commercial purposes, product advertisement, or political lobbying is prohibited. No use of the internet shall serve to disrupt the use of the network by other users. Generally speaking, any use of the internet for illegal, inappropriate, or obscene purposes, or in support of such activities, is prohibited.
- 1.5 Accounts shall be used only by the authorized owner of the account for authorized purposes, because account owners are ultimately responsible for all activity under their account.
- 1.6 The Board reserves the right to review any material on user accounts and to monitor fileserver space to make determinations on whether specific uses of the network are appropriate.
- 1.7 Inappropriate use, including any violation of the following conditions and rules, may result in cancellation of the privilege and/or disciplinary action.

**2. Staff Responsibilities**

- 2.1 Staff members are responsible for:
  - a) using Board technology and technology services in an appropriate, responsible, and ethical manner consistent with the professional, educational, informational, and recreational purposes for which they are provided;
  - b) ensuring Board technology and/or technology services are only accessed by those to whom the technology resource is assigned;
  - c) ensuring that any use of personal and Board-provided devices that access Board resources, such as, but not limited to, email, business systems, and student/staff data and information are password protected to restrict unauthorized access to these devices;
  - d) refraining from using technology in a malicious manner or with intent to bring harm to the Board's technology resources or technology services;
  - e) complying with the Municipal Freedom of Information and Protection of Privacy Act, the Personal Health Information Protection Act, and the Personal Information and Protection of Electronic Documents Act as they relate to the management of personal and private information;
  - f) complying with the terms of the Copyright Act;

- g) modeling the appropriate use of technology; and
- h) ensuring inappropriate and irresponsible use of technology is reported to the immediate supervisor.

### 3. **Irresponsible and Unethical Use**

3.1 The following actions are considered irresponsible and unethical use of Board- provided technology and technology services:

- a) knowingly or unknowingly acting in such a way that contravenes any of the Board's policies and/or administrative procedures;
- b) responding to phishing emails where usernames and passwords are requested;
- c) using the internet for unauthorized, unethical purposes or as otherwise deemed content inappropriate, such as, but not limited to the following:
  - using electronic recording devices in the workplace to record any interactions between two or more parties unless all parties explicitly consent;
  - attempting to modify or gain access to files, passwords, or data belonging to others;
  - seeking unauthorized access to any computer system or damaging or altering software components;
  - transmitting or intentionally receiving malicious or unwanted information software (e.g.; spam, viruses, hacking, malware, spyware) or undertaking malicious activity (e.g.; hacking, premeditated disruption of service);
  - sending, receiving, or subscribing to, displaying, or downloading content that is illegal, or may reasonably be construed as obscene or offensive, including, but not limited to, text, written, or audio communications and images/graphics;
  - using email distribution lists without appropriate authorization;
  - using abusive or objectionable language in either public or private messages;
  - using technology for profit or advertising and union business;
  - misrepresenting oneself or the Board;
  - lobbying elected officials;
  - campaigning for any individual running for municipal, provincial, or federal office;
  - sending chain letters;
  - using the internet for personal use and union business during regularly scheduled working hours;
  - taking part in other activities that could cause congestion and disruption of networks and systems;
  - intentionally deleting emails with informational value to the detriment of legal and statutory Board operations; and
  - willfully collecting, maintaining, or disclosing personal information in contravention of the Municipal Freedom of Information and Protection of Privacy Act or other privacy legislation.

### 4. **Breaches of Acceptable Use**

4.1 Where it is determined that users have breached this procedure, the Board will take appropriate measures to address the situation.

4.2 Staff members who violate these procedures risk losing information and communication technology privileges and risk other consequences consistent with Administrative Procedure 480 Progressive Discipline: Employees.

4.3 Violations of a serious nature may be referred to the police.

## 5. **Board Disclaimer**

5.1 All Board technology and/or technology service users are responsible for understanding that the Board is not responsible for the:

- appropriateness of internet content;
- accuracy or reliability of information located on the internet;
- loss, damage, or inaccessibility of information due to technical or other difficulties; or
- costs or losses incurred by users.

5.2 Limited personal use of Board technology is acceptable, provided that it does not interfere with the individual's own work or that of others and adheres to the requirements of this administrative procedure. However, all staff members must understand that:

- a) e-mail is not private, because others may be able to read, access, and monitor email communications;
- b) the Board reserves the right to randomly review, retrieve, read, and disclose any files, messages, or communications that are created, sent, received, or stored on Board-owned equipment; and
- c) the Board's right to review or monitor is for the purpose of ensuring the security and protection of business records, preventing unlawful and/or inappropriate conduct, and creating and maintaining a productive work environment.

## 6. **Staff Responsibilities: Monitoring**

6.1 System and school administrators shall:

- a) ensure that assigned staff members annually review this administrative procedure and understand their responsibilities;
- b) support assigned staff members in using relevant technology and digital content in a responsible and appropriate manner;
- c) supervise the work and conduct of assigned staff members;
- d) model responsible use of technology and digital content; and
- e) address online behaviour that is harmful, unsafe, and/or inappropriate.

6.2 Staff members with special permissions:

- a) Any staff members who are granted special administrative permissions to Board technology applications and digital content must not share the special permissions with other staff members, or use their special permissions to gain unauthorized access.

- b) Staff members with special permissions are subject to a higher duty of care and responsibility in protecting their network accounts, Board technology, applications, and all digital content in their purview.
- c) These staff members must never share with any other person confidential information or digital content accessed or observed when carrying out their assigned duties, except as may be reasonably required for training, safety, legal, or employment purposes.

6.3 All school staff members shall:

- a) take responsibility for the management of student use of computing and information technology services and resources within their areas of responsibility or when acting in a supervisory role;
- b) instruct and model the appropriate use of technology, as applicable; and
- c) use Administrative Procedures 340 Student Use of the Internet, Administrative Procedure 341 Personal Electronic Devices, and Moosonee Public School Code of Conduct to guide student conduct and apply consequences for misuse of the Board's technology services and resources.

## REFERENCE DOCUMENTS

### **Legal:**

*Education Act, Section 169.1 Duties and Powers of Boards*

*Education Act, Section 265 Duties of Principal: Care of Pupils and Property*

*Education Act, Section 283 Chief Executive Officer: Maintain an Effective Organization Ontario*

*Regulation 437/97 Professional Misconduct under the Ontario College of Teachers Act*

*Ontario Regulation 223/08 Professional Misconduct, under the Early Childhood Educators Act*

*PPM No. 128 The Provincial Code of Conduct and School Board Codes of Conduct*

*Copyright Act*

*Municipal Freedom of Information and Protection of Privacy Act Personal*

*Health Information Protection Act*

*Personal Information and Protection of Electronic Documents Act Ontario*

*Human Rights Code*

*Occupational Health and Safety Act Criminal Code*

*of Canada*

### **Board:**

Board Policy GOV-01 Philosophy, Goals, and Values

Board Policy GOV-09 Safe Schools: School Code of Conduct

Board Policy GOV-16 Conflict of Interest: Trustees and Staff

Board Policy GOV-18 Health and Safety: Working Environment

Board Policy GOV-19 Record Retention

Administrative Procedure 180 Protection of Personal Information

Administrative Procedure 180 Appendix: Staff Confidentiality Agreement

Administrative Procedure 340 Student Use of the Internet

Administrative Procedure 341 Personal Electronic Devices

Administrative Procedure 472 Workplace Harassment

Administrative Procedure 480 Progressive Discipline: Employees

Moosonee Public School Code of Conduct