

## DISTRICT PHILOSOPHY

## Policy 104-R (previously 415-R)

### Acceptable Use of Information and Communications Services

The Board of Education provides access to Information and Communication Services (ICS) for supporting its primary business, which is the education of our students. Therefore, educational, business and administrative use of School District computers is intended for the direct support of the District's operation.

#### 1. PURPOSE

- 1.1 ICS are established to enhance the delivery of curriculum as well as to assist in School District business.
  - ICS is to be used for educational and career or professional-development activities.
  - School District employees may also use ICS to conduct District related business transactions and research.
- 1.2 The purpose of student access to ICS is to further the learning objectives of a student's educational program, including, without limitations:
  - Providing training in the use of technology
  - Providing access to a wide range of material with educational value to the student
  - Facilitating communication with others around the school district and the world to enhance the student's education

#### 2. ACCESS

- 2.1 The Board provides Information and Communication Services to District staff and students. Users must comply with this policy and regulations as made by the Board from time to time. The Board reserves the right to restrict the scope of access to individual users or classes of users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to ICS.
- 2.2 The Board reserves the right to inspect any and all files stored in private areas of the District's Network in order to assure compliance with District regulations, as part of an investigation or as required by legal authorities. The inspection and use of files by authorized personnel will be in accordance and compliance to provincial and federal privacy laws. (See Policy 104, Procedures and Guidelines, Section 2.3.)
- 2.3 The Board reserves the right to revoke or remove a person's access to all or portions of the District's ICS. The Board owns the District's ICS and thus data stored in these systems, including the communications system, are the property of the Board.

### **3. PUBLICATION OF MATERIALS**

- 3.1 Publications of classrooms, departments, buildings or any other organizational elements of the School District's ICS are considered to be publications of School District No. 38 (Richmond). The Board has the right to control the content of these publications within the limits of this and other Board policies. Exercising this right may include deletion of materials from these publications as well as other editorial rights.  
This right may be exercised when, but is not limited to, information or images bearing any relation to the Board or School District, its students, customers, users, employees, contractors or vendors, that are defamatory, derogatory, harassing, or otherwise offensive in any way.
- 3.2 Use of the District's ICS to submit, obtain, publish, store or display objectionable or damaging material is prohibited. These materials include, but are not limited to information or software in violation of any Board policy, local, provincial, or federal laws.
- 3.3 Posting comments, information or images that have the potential to negatively impact the reputation of the Board or School District, its students, customers, users, employees, contractors or vendors on Board-owned ICS and publically-accessible websites is prohibited.
- 3.4 Posting comments about workplace or classroom issues, or that otherwise reflect negatively on the Board or School District, its students, customers, users, employees, contractors or vendors on Board-owned ICS and publically-accessible websites, both during and outside of working hours is prohibited.

### **4. MODIFICATION OR ALTERATIONS OF ICS**

- 4.1 The modification or alteration of the District's information and communication systems are to be performed by designated Board employees.

### **5. LIABILITIES**

- 5.1 The Board assumes no responsibility or liability for any personal memberships or charges arising out of, either directly or indirectly, the actions or inactions of sellers or users of ICS except for authorized school district business.
- 5.2 The Board specifically denies any responsibility for the accuracy of information that may be obtained through ICS. While the District will endeavour to ensure access to proper data and information, the user has the ultimate responsibility for how ICS are used and bears the risk of reliance on the information obtained.
- 5.3 The Board does not assume liability for any information lost, damaged, or unavailable due to technical and/or other difficulties. The Board makes no warranties of any kind, whether expressed or implied, for the service it is providing.
- 5.4 The Board has no obligation to maintain or destroy any physical representations of particular files to the extent of the law.
- 5.5 The opinions, advice, services and all other information expressed by ICS users, information providers, or other third party individuals in ICS and on the Internet are those of the person posting the information and not the Board.
- 5.6 Data contained within users' ICS storage mediums including, but not limited to, server and workstation hard drives, District email, and district-owned storage devices, district-owned mobile devices, become the property of the Board when

the professional relationship with employees ceases. Policy 104, *Acceptable Use of Information and Communication Services Procedures and Guidelines*, Section 2.3 will govern use of personal data found on Board-owned devices. The Board does not assume liability for any personal data that may be found to contain illegal, incriminating, or otherwise unlawful information.

## **6. BREACH OF POLICY**

- 6.1 Users of ICS will be in accordance to the Board's and local school's disciplinary process and policies, as well as potential civil liability for reputational damage.