



EMPLOYEE ACCEPTABLE USE AGREEMENT FOR NETWORK USE

The information requested on this form is collected pursuant to the School Act, Section 34 and in accordance with the Freedom of Information and Protection of Privacy Act (FOIP). The information will be used to establish that employees have an understanding of the policy for Acceptable Internet Use and consented to the rules and precautions in place for such usage. If you have questions concerning the collection or use of this information, please contact your school administrator or supervisor.

The Holy Spirit Roman Catholic Separate Regional Division No. 4 (the District) provides network, internet, and e-mail access to all of the District's schools and offices using the District's Wide Area Network. The purpose of the internet and e-mail access is to facilitate communications in support of research and education by providing access to a variety of electronic resources and opportunities for collaborative work.

The Holy Spirit Roman Catholic Separate Regional Division reserves the right to access, audit and monitor use of all supplied Information Technology (IT) resources for non-compliance to this policy, without prior notice to the user. There is no expectation of privacy on behalf of the user with regard to information technology resources.

Conditions and Rules for Use

To remain eligible as an account holder and user, the use of your account must be in support of, and consistent with, the District's policies, regulations, mission statement and pillars.

The transmission of, or obtaining access to, any material in violation of any International or Canadian law, whether Federal, Provincial, Municipal, or of other statutes is prohibited. In addition, the transmission of, or obtaining access to any material in violation of the laws of any other state, or in violation of the rules or laws of any International agency or organization, is prohibited. The violation of Canadian law will be deemed to occur in relation to transmission of, or obtaining access to, any material in breach of copyright, in relation to threatening or obscene material, in relation to illegal material or material protected by trade secret, or in relation to commercial use of the system provided by the District or use of the system provided by the District for product advertisement or political lobbying. The uses mentioned in this paragraph are not an exclusive list but are examples of unacceptable use that will result in the penalties outlined in this agreement.

The appropriate use of the internet and e-mail is a responsibility of each employee. Any unacceptable use, including the violation of the terms of this agreement, and any additional rules the District may put in place regarding the use of the District's system, will result in cancellation of the privilege of use of the District's system for access to the internet. The District may deny, revoke, suspend or close any holder account at any time based upon a determination of unacceptable use by an account holder or authorized user. The determination as to whether an unacceptable use has occurred will be a decision solely within the discretion of the Superintendent or his designate.

The District's internet service can be used for personal communication provided the use is consistent with this Acceptable Use Agreement. The District reserves the right to review any material on holder accounts, services and/or local drives and to monitor file server space in order to make determinations on whether specific uses of the network are inappropriate. Electronic mail (e-mail), including attachments, and internet use can and may be monitored to determine the appropriateness of use.

Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to:

- Being polite in all of your communications to others.
- Using appropriate language.
- In all activities being compliant with municipal, provincial, federal or international law.
- Maintaining the confidentiality of your personal address and phone numbers and those of students and colleagues.
- Not using the network in such a way that you disrupt the use of the network by others.
- Assuming that all communications and information accessible via the internet are the private property of those who put it on the internet.

The use of the District's computers, network, and electronic mail (e-mail) is not private. People who maintain the system have access to all e-mail and internet use. Account holders and users are accountable for the content of all e-mail messages sent from their e-mail accounts, whether internal or external, and the content of all internet use. Messages and internet use relating to or in support of illegal activities will be reported to the authorities and will result in the loss of user and account holder privileges, and possible legal action.

Warranties

The District makes no warranties of any kind, whether express or implied, for the service it is providing. The District will not be responsible for any damages a user suffers. This includes, without limiting what follows, loss of data resulting from delays, non-deliveries, mis-deliveries, server failure, or service interruptions caused by the District's negligence or by the user's errors or omissions. Use of any information obtained via the internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain and consider how valid and reliable that information may be.

Network

- All internet activity is the responsibility of the Account holder.
- Security on any computer network is a high priority especially when the network involves many users.
- An account holder must never allow others to use his/her password. Users should also protect their passwords to ensure network security, their own privileges and the ability to continue to use the network.
- If a user feels they can identify a security problem on the Network, they must notify the network administrator. Do not demonstrate the problem to other users.
- Attempts to log on to the network as a network administrator will result in cancellation of user privileges.
- All network use is must be conducted in accordance with Administrative Procedure 114 - Technology.

Vandalism and Harassment

Vandalism and harassment will result in cancellation of user privileges. Vandalism is defined as any malicious attempt to harm, modify, or destroy data of another user, the internet or other networks that are connected to the internet. This includes, but is not limited to, the uploading or creating of computer viruses. Harassment is defined as the persistent annoyance of another user or the interference of another user's work. "Harassment" is further defined as any unwelcome behaviour, conduct, or communication, directed at an individual that is offensive and/or annoying to that individual.

Unacceptable Material

Users may encounter material the access to which, or use of which, is unacceptable, such as hate literature, pornography and information related to immoral or illegal activities. It is the user's responsibility not to initiate access to such material and to cease access to such material immediately upon discovery that access has been inadvertently gained to such material and to report the inadvertent access, in writing, to their supervisor. The District will not be liable for any decision by any service provider, or by the District itself, to restrict access to, or to regulate access to, material on the internet.

Penalties for Improper Use

Any user violating these rules, applicable Provincial, Federal, Municipal or International laws or posted classroom, school and District rules are subject to loss of network privileges, any other District disciplinary options which may include dismissal.

Required Signatures

I understand and will abide by the provisions and conditions of this agreement.

Account user name (please print): _____

Signature: _____ Date: _____