

# SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

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Section	PROGRAM	
Policy Name	EMPLOYEE ACCEPTABLE USE OF TECHNOLOGY <i>Management Guideline Applies</i>	602.2
Board Approved: June 26, 2018 May 23, 2012	Reviewed: June 5, 2018 May 1, 2012	Review by: December 2023

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## **POLICY**

It is the policy of the Superior-Greenstone District School Board to provide authorized employees and service providers with access to the Board's Information Technology systems, including its electronic mail, internet, and voice mail systems when deemed appropriate for educational use. The Superior-Greenstone District School Board is committed to ensuring that Information Technology is used for proper work-related purposes and in a manner that is not detrimental or harmful to the interests of others or that compromise the confidentiality or proprietary nature of information belonging to the Board. Employees will work in an ethical, professional and responsible manner when dealing with technology.

## **DEFINITIONS**

**"approved service provider"** is an organization that provides educational or ancillary services to the Board, for example, a transportation consortium.

**"employee"** is a person who performs any work for, or supplies any services to, an employer for wages (excluding honoraria).

**"information technology"** refers to all forms of technology used to create, store, exchange, and use information in its various forms (data, audio, still images, motion pictures, multimedia presentations, and other forms, including those not yet conceived).

**"internet"** means an electronic communications system connecting computers all over the world through which individual subscribers can interact and share information.

**"spamming"** refers to sending an annoying or unnecessary message to a large number of users.

**"unlawful activity"** see Appendix A

## **GUIDELINES**

- 1.0 The Board shall maintain electronic mail, internet, and voice mail systems as part of its technology platform. These systems are provided to assist in the conduct of Board business and may be utilized only as directed or outlined by the Board.
- 2.0 All e-mail and internet communications sent and received by employees shall remain the property of the Board. Employee e-mail, internet, or voice mail communications are not private or personal despite any such designation by the sender or the recipient. Personal or private communications transmitted on the Board's electronic information system may be accessed, reviewed, copied, deleted, retained, or disclosed by the Board at any time and without notice.

- 3.0 The Board reserves the right, without prior notice to the employee, to monitor the Information Technology systems at the work site. The Board may access these systems at any time without prior notice to the employee or service provider.
- 4.0 All users of e-mail, voice mail, and the internet shall abide by generally accepted rules of etiquette, including the following:
- Be polite. Do not be abusive in your exchanges with others
  - Use appropriate language. The use of abusive, harassing, or profane language is prohibited.
  - Do not post chain letters or engage in “spamming”.

## ***APPENDICES***

Appendix A: Unlawful Activity

### **References:**

Policy 102: Mission Statement

Policy 607: Electronic Communications System

Policy 608: Computer Network Security

Policy 707: Employee Code of Conduct

The Education Act

The Libel and Slander Act, RSO 1990, Chapter L.12.

The Municipal Freedom of Information and Protection of Privacy Act

<b>Unlawful Activity</b>
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For the purpose of this policy, “**unlawful activity**” is interpreted broadly and includes any criminal activity or other illegal activity.

The following are examples of “**unlawful activity**” for the purpose of the policy:

<b>Child Pornography</b>	Possessing ,downloading or distributing any child pornography.
<b>Intellectual Property</b>	Infringing on another person’s copyright, trade mark, trade secret of any other property without lawful permission.
<b>Other Criminal Activity</b>	Using electronic transmission as a means to commit criminal activity (examples include but are not limited to fraud, extortion, sale and/or purchase of restricted goods)
<b>Defamatory Libel</b>	A matter published without lawful justification or excuse, that is likely to injure the reputation of any person by exposing that person to hatred, contempt or ridicule, or that is designed to insult the person. - <i>The Libel and Slander Act, RSO 1990, Chapter L.12.</i>
<b>Disclosing or Gathering Personal Information</b>	Disclosing personal information in a manner inconsistent with the <i>Municipal Freedom of Information and Protection of Privacy Act.</i>
<b>Hacking and Other Crimes Related to Computer System</b>	Examples include (but are not limited to): <ul style="list-style-type: none"> <li>• gaining unauthorized access to a computer system</li> <li>• trying to defeat the security features of network connected devices</li> <li>• use of software and/or hardware designed to intercept, capture and/or decrypt passwords</li> <li>• intentionally spreading a computer virus</li> <li>• destroying or encrypting data without authorization and with the intent of making it inaccessible to others with a lawful need to access it.</li> <li>• interfering with other’s lawful use of data and technology</li> </ul>
<b>Harassment</b>	Sending electronic messages, without lawful authority, that causes people to fear for their safety or the safety of anyone known to them.
<b>Hate Propaganda</b>	Communicating messages that promote or incite hatred against an identifiable group that is likely to lead to a breach of the peace.
<b>Interception of Private Communications or Electronic Mail (in transit)</b>	Unlawfully intercepting someone’s private communications or unlawfully intercepting someone’s electronic mail.
<b>Obscenity</b>	Distributing, publishing or possessing for the purpose of distributing or publicly displaying any obscene material.