



Administrative Procedure 140 – Appendix A

INFORMATION TECHNOLOGY SYSTEMS - APPROPRIATE USE

Background

The District recognizes the importance of information technology hardware, software and related infrastructure as part of the District's operations and recognizes the increasing importance of technology tools as a part of the classroom and curriculum. The District provides on-line systems and on-line resources (Information Technology Systems (ITS) in supporting the delivery of educational programs and the business operations of the District.

The District is committed, within available resources, to providing accessible, reliable and secure on-line systems and resources to students, staff and approved guests for the purpose of learning, teaching, and management and administration of District operations.

Definition

On-line resources include all material that is accessed through a District computer or via the District telecommunications network through a personal device.

Procedures

1. All Board [policies, administrative procedures](#) and codes of conduct apply to those using online systems and resources provided by or on behalf of the District and all users are expected to comply with them and any applicable laws and restrictions that the District establishes.
2. Users may use the ITS for incidental personal use, provided such use is not characterized as misconduct or does not violate any provision in this Administrative Procedure or any other administrative procedure of the District.
3. Users are responsible for all activities carried out through their user accounts. All activities must be professional, respectful and factual.
4. Users bear the sole responsibility for the material they choose to access, send or display. Users are to be aware that District technology automatically generates a record of use including date, time and type of access.
5. Users shall not engage in any activities harmful to the ITS, such as disrupting services, intentionally damaging equipment, software or data belonging to the District or other users.
6. Users will respect the privacy of others and not tamper with, open or read other users' files, passwords, and/or accounts.
7. Users will not use the ITS to view or display material that contravenes Board policy, or District administrative procedures, the [BC Human Rights Act](#), [Criminal Code](#), [Freedom of Information](#)

[and Protection of Privacy Act](#) (FOIPPA) or any other Federal or Provincial law including but not limited to material such as sexually explicit material, obscene or lewd material, or material promoting hate towards individuals or groups based on colour, race, religion, sex, sexual orientation, and ethnic origin or place of origin, unless for authorized academic purposes.

8. The Superintendent may from time to time exempt a user or department from compliance with this Administrative Procedure where a valid business reason exists.
9. Any breach violation of this Administrative Procedure and associated procedures may result in disciplinary action up to and including termination of employment.
10. The District recognizes the great potential social networking services may provide to enhance education, communication, and learning. However, it also recognizes the potential dangers of such services if used inappropriately.
11. The authority to develop, communicate and implement procedures related to this Administrative Procedure is delegated to the Chief Officer of Information and Technology.

Reference: Sections 17, 20, 22, 65, 85 School Act
Freedom of Information and Protection of Privacy Act
School Regulation 265/89

Adopted: December 15, 2020