

STRAIT REGIONAL SCHOOL BOARD <i>Excellence in Lifelong Learning</i> POLICIES - GUIDELINES	THE SCHOOL COMMUNITY VI-C-4
	COMMUNITY RELATIONS NON-STUDENT USE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY
	Adopted: February 4, 2004 Revised: January 9, 2013 Page: 1 of 2

Non-Student Use of Information and Communications Technology

Policy Statement

The Strait Regional School Board recognizes the importance of information and communications technology to enhance professional learning, communications and workplace productivity. To this end, the School Board provides access to a wide-range of electronic and online resources via its information technology network.

This policy focuses on the professional judgment and responsible use of information and communications technology by all users of the Board's network, including employees, board members and community users.

The intent of this policy is to support the appropriate use of information and communications technology, to ensure a safe, respectful and professional work environment and to protect an individual's privacy.

In the implementation and enforcement of this policy and supporting procedures, all users of the Strait Regional School Board's information and communications technology network must adhere to relevant legislation and policies, including but not limited to, the Nova Scotia Department of Education's Public School Network Access and Use policy (October 7, 2011); the Nova Scotia Government Website Privacy Policy; the *Education Act and Regulations Under the Act* (Consolidated August 2006); the *Freedom of Information and Protection of Privacy (FOIPOP) Act*; the *Personal Information International Disclosure Protection Act (PIIDPA)*; Copyright Act; Criminal Code; employment contracts; Strait Regional School Board policies including Network Access and Use, Policy III-B-3, Website Privacy Policy VI-C-6, Knowledge Management and Communications Technology for Board Members, Policy II-B-6 and supporting procedures, PRO II-B-6, the Community Use of School Facilities policies; and other applicable Provincial and Board policies.

Guidelines

1. The Strait Regional School Board provides access to a wide-range of electronic and online resources via its information and communications technology network to support and encourage professional learning and to fulfil work-related or elected responsibilities.
2. All information created, stored or transmitted when accessing the Board's electronic and online resources is owned by the Strait Regional School Board and cannot be used for commercial purposes.
3. All information and communications technology resources including, but not limited to, mobile devices and databases shall be password protected.

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4. When accessing the Board's electronic and online resources, a user's privacy is limited.
5. When there is just cause, the Board may monitor, audit and review email and other information sources to investigate unacceptable use.
6. By using various technologies, the user specifically consents to the School Board's Policy and supporting procedures.
7. Failure to comply with this policy and supporting procedures may result in disciplinary action.
8. The consequences of the unacceptable use of information and communications technology are outlined in the Network Access and Use Policy III-B-3.
9. The Strait Regional School Board has established detailed supporting procedures to guide all aspects of this Policy. Please refer to PRO VI-C-4.