



PRSDNET STAFF USE AGREEMENT

New technologies are shifting the ways that information may be accessed, communicated and transferred, and those changes are also altering education and student learning. Peace River School Division (PRSD) offers students and employees access to Divisional electronic networks, email, and the Internet. We call these services PRSDnet.

Along with access to computers and people all over the world comes the availability of materials that may not be considered appropriate in the classroom. However, on a global network it is impossible to control all materials. Ultimately, school staff, parents and guardians of minors are responsible for setting and conveying the standards that they should follow when using media and information sources. PRSD supports and respects each family's right to decide whether or not to allow their child to apply for access to PRSDnet.

PRSDnet Use Guidelines and Responsibilities for Staff and Students

PRSDnet users are responsible for their behaviour on school computer networks just as they are in the classroom or school hallway. Communications on the network are often public in nature. All network traffic is tracked and logged by PRSD technology services. General school rules for behaviour and communications apply to network use. Violation of PRSDnet guidelines and responsibilities will result in a loss of access and may result in other legal or disciplinary actions.

PRSDnet is provided for staff and students to conduct research and communication with others in relation to school work. Access to network services is given to staff and students who agree to act in a considerate and responsible manner. Parent/guardian permission is required for student use. The school administrator shall be responsible to inform staff and students of their rights and responsibilities on a yearly basis. The school administrator will also inform parents through the school newsletter of the substance of the Use Guidelines and Responsibilities and make available to parents the opportunity to review, discuss and re-sign or rescind permission. **Access is a privilege, not a right.** Therefore, based upon the acceptable use guidelines outlined in this

document, the school administrators will deem what is inappropriate use and their decisions are final. Either the school-designated or Division network administrators may temporarily close an account at any time. Upon review administration and staff of PRSD may limit or suspend specific user accounts.

Individual users of PRSDnet are responsible for their use of the network. The use of their account must be in support of education and research and must be consistent with academic expectations of PRSD. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of Canadian or Alberta laws, including copyright, threatening or obscene materials, is prohibited. Use for unauthorized commercial activities by for-profit organizations, product promotion, or illegal activities are strictly prohibited.

The user is expected to observe the following network guidelines:

- Keep passwords, personal address and phone numbers confidential.
- Keep the passwords, personal addresses and phone numbers of others, if you know them, confidential.
- Keep confidential any student information to which you have access.
- Use the network in such a way that will not disrupt the use of the network by other users.
- Treat others' data with respect. Do not attempt to modify or harm the data of another user.
- Use the network to access only authorized networks or computer systems.
- Network accounts are to be used only by the authorized owner of the account for authorized purposes.
- Seeking, transmitting, or accepting obscene materials are prohibited.
- Use electronic mail with care; it is not private.
- Use school division provided on site and web-based storage with care. It is not private.
- Use only language that is appropriate to a classroom setting.
- Apply the rules of the following 'LARK' acronym to help meet these guidelines.
- Be aware that all network traffic is tracked and logged.

Personal Devices

Personal devices include laptops, phones, tablets, e-readers, USB flash drives, and any other electronic data device.

Be aware that every principal may have additional guidelines or restrictions for the use of personal devices in their school.

Personal devices should be used for educational use and users must follow the guidelines and responsibilities outlined above.

Employees are responsible for the content of the data stored on their personal devices when using that personal device in a school.

PRSDnet email, calendar and contacts are now available to all staff on their personal mobile devices through Microsoft ActiveSync. If you choose to use this service ActiveSync will force you to create a password on your personal device.

Be aware that you are responsible for any additional data changes to your phone or personal device as a result of using the ActiveSync service.

If you are storing or accessing PRSD email or student information on your personal device you are you required to take the following measures.

- Your computer/laptop/device must be protected with a secure login procedure. This can be a passcode or a password.
- Your computer/laptop must be protected with antivirus/antimalware software. There are many free options for security software available.
- You are required to report a lost or stolen device to Technology Services.

If confidential student information is compromised as a result of not following these guidelines you may be liable.

Ethical Use of Computers

Please use the “LARK” acronym daily to test if you are meeting acceptable use for computers, software, networks, e-mail, the Internet and any other component of information technology used within our schools.

L (for Legal) – Only software and music that’s been purchased can be downloaded. Sources can only be used if they’re cited (given credit) by you and used appropriately.

A (for Appropriate) – Everything viewed; sent, downloaded, and used on school computers must be school-appropriate.

R (for Responsible) – Equipment and resources must be used carefully and responsibly to prevent damage. Being responsible means doing the right thing even when no one is watching.

K (for Kind) –All e-mails, and other electronic communications must be respectful and considerate of all parties. Sending chain mail is a waste of valuable time, and any type of offensive or insulting material, to anyone, is never kind; it's bullying!



PRSDNET STAFF USER AGREEMENT FORM

As a condition of employment with the Peace River School Division, the Employee, in accordance with the terms of employment, acknowledges to have read and agrees to the PRSDnet Use Agreement, and consents to this agreement by affixing his/her signature to this form.

After reading the attached PRSDnet Use Guidelines and Responsibilities please complete this form to indicate that you agree with the terms and conditions outlined. This document, which incorporates PRSDnet Use Guidelines, reflects the entire agreement and understanding of all parties.

As a user of the Peace River School Division computer network, I,

(employee name-please print)

have read the PRSDnet Use Agreement and hereby agree to comply with the terms and conditions set out in the PRSDnet User Guidelines.

Signature of Employee

School

Date