
REGULATION 4216.2

EMPLOYEE ACCEPTABLE USE OF ELECTRONIC COMMUNICATIONS SYSTEMS IN SCHOOLS

Definitions:

“Computer resources” all computer hardware, software (including email, Internet access), and communications equipment.

“Internet” the global interconnection of data networks or bulletin board systems that commonly use (but are not limited to) the Internet Protocol.

“Offensive material” includes, but is not limited to, pornography, hate literature or any material that contravenes the *BC Human Rights Act*.

“Sensitive Information” personal, confidential or protected information whose release is unauthorized i.e. information that is reasonable likely to be excepted or excluded from access under the *Freedom of Information and Protection of Privacy Act*.

“Scheduled Hours of Work” does not include approved rest and/or meal periods.

“User” all persons authorized to access the District computer resources.

The following guidelines on the use of District electronic communication systems must be followed in accordance with the Regulation.

1. Central system or network account holders are responsible for all usage of their accounts and, therefore, must keep their passwords confidential to protect themselves, their files and the School District's files. Account holders must not distribute others user id and password or reveal others personal information.

2. School District computer resources must not be used in a manner that may annoy or harass others; for example, distributing obscene, abusive, racist, threatening, unsolicited e-mail messages, or sexually/harassing messages or material.
3. Sensitive information must not be transmitted via or exposed to Internet access without taking appropriate measures to ensure data remains confidential.
4. All electronic communication, including email, (both internal and external) are the property of the School District and are subject to provisions under the *Freedom of Information and Protection of Privacy Act*.
5. Computer resources must not be used for personal use during scheduled hours of work.
6. The use of computer resources during non-scheduled hours of work for personal reasons must be in accordance with these regulations and must not incur additional cost to the School District, whether through the consumption of computer cycles, labour costs, printers, paper, storage media or other resources.
7. Non-acceptable usage of computer resources includes activities that:
 - May lead to personal financial gain.
 - Could be interpreted as gambling.
 - Are used to conduct private business.
 - Obscure the origin of any message under an assumed computer network address.
 - Access illegal or offensive computer networks.
 - Access or distribute unlicensed software or documentation.
 - Initiate or distribute chain letters, advertising or unauthorized solicitations.
 - Have not been approved during working hours by the employee's supervisor.
 - Access electronic systems or information inappropriately or without authorization.
 - Vandalize the system or system accounts.
 - Produce product and/or service advertisement or political lobbying.
 - Utilize network-intensive resources such as network games.
 - Violate or attempt to violate, the security of the system or attempt to subvert other systems.
 - Deliberately or recklessly expose systems to computer infections.
 - Contravene any laws or regulations.

Modification to this document is not permitted without prior written consent from the Greater Victoria School District.

8. Account holders must respect the rights of other users and consider the impact of their conduct on others.
9. Computer resource usage must be able to survive public scrutiny and/or disclosure. Users must avoid activities that might bring the School District into disrepute.
10. Computer resource use may be monitored without warning and inappropriate usage may be cause for cancellation of privileges and/or disciplinary action up to and including dismissal, or cancellation of contract.
11. Employees are responsible to ensure they have reviewed these Regulations prior to making use of School District computer resources.

Reference: Policy 1300

Greater Victoria School District

Approved: June 26, 2000