

Red River Valley School Division
ADMINISTRATIVE PROCEDURE E5 -
ACCEPTABLE USE OF TECHNOLOGY (STAFF)



The Red River Valley School Division Board of Trustees acknowledges the important role that Technology plays in the education of our students and in conducting Divisional business under established guidelines.

The division reserves the right to restrict or terminate information network access. The division further has the right to monitor network activity in any form that it sees fit to maintain the integrity of the information network.

The division reserves the right to confiscate and search any device being used on our property when there is suspicion of policy violation.

Employees must:

- Use the electronic information system* for educational and divisional business related purposes only, thereby not intentionally wasting limited resources;
- Not use the electronic information system for illegal, inappropriate, or obscene purposes, or in support of such activities. Illegal activities shall be defined as those which violate local, provincial, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use, purpose and/or goal of the information system. Obscene activities shall be defined as a violation of generally accepted social standards for the use of a publicly-owned and operated electronic information system;
- Not use the electronic information system for any illegal activity, including violation of copyrights or other contracts violating such matters as institutional or third-party copyright, license agreements and other contracts;
- Not intentionally disrupt electronic information system traffic or crash the electronic information system;
- Not degrade or disrupt equipment or system performance;
- Not use the electronic information system for commercial, financial gain or fraud;
- Not steal data, equipment, or intellectual property;
- Not gain unauthorized access to the files of others, or vandalize the data;
- Not gain or seek to gain unauthorized access to resources or entities;
- Not forge electronic mail messages or use an account owned by another user;
- Not invade the privacy of individuals as it relates to the electronic information system;
- Not post anonymous messages;
- Not send threatening or harassing messages;
- Not possess any data which might be considered a violation of these rules in paper, magnetic (disk), or any other form.

Cross Reference:

Adoption Date: May 13, 2014

Amendment Date: December 12, 2016; March 11, 2019

Page: 1 of 2

Red River Valley School Division
ADMINISTRATIVE PROCEDURE E5 -
ACCEPTABLE USE OF TECHNOLOGY (STAFF)



* Electronic Information System is defined as all technological equipment (software and hardware) purchased and owned by The Red River Valley School Division. It includes, but is not limited to: any mobile device, G Suite, all divisional internet connections, laptops, desktops, printers, copiers, other hardware and any other software licensed for use by The Red River Valley School Division.

The Red River Valley School Division declares unethical and unacceptable behavior as just cause for taking disciplinary action.

All Employees will receive a copy of this Policy upon hire. Their signature indicates that they have been provided with a copy of this policy and that they have read and understood it. The signed copy will be kept in the employee's official payroll file at the Administration Office.

See also:

[Administrative Procedure E20 - Discipline, Suspensions and Dismissal of Professional Staff](#)

Cross Reference:		
Adoption Date: May 13, 2014	Amendment Date: December 12, 2016; March 11, 2019	Page: 2 of 2