Beautiful Plains School Division

INFORMATION AND COMMUNICATION TECHNOLOGIES - ACCEPTABLE USE

The Beautiful Plains School Division provides employee access to Division owned networks, devices (equipment) and email. These information and communication technologies enhance student learning and are an effective means for communication. Please check your divisional email on a regular basis.

Employees are advised that Division owned devices and networks (storage and usage history) are property of the school division. Therefore information on these networks and devices should not be considered private. The Division has the right to monitor, inspect and confiscate any division owned devices or network information at any time.

Employees are obligated to report inappropriate use of division owned devices and network or internet use to their supervisor or division administration.

Employees of the Division may find themselves in a position to utilize division owned technology, devices and networks offsite and/or after school hours at home. It is the expectation of the Division that these devices and networks be used in a manner that adheres to the guidelines and prohibitions outlined in this form. As well it is the expectation of the Division that the devices and networks be cared for and utilized in a manner which adheres to all applicable laws and that its useage reflects a high degree of professionalism.

Please read these acceptable use guidelines for staff and return the application form (on reverse) to the school division office. A copy of the form will be returned to you once your account is assigned and set up. The account gives email access at your employment site or at any computer with an internet connection. The guidelines below apply to division owned devices, division networks, internet and email use. Additional details can be obtained from the Division Office.

GUIDELINES

1. The person to whom the account is issued is responsible for its use. (Do not give out your password.)
2. Division internet and e-mail services are intended to support your work as a Beautiful Plains School Division employee. They are not to be used for commercial or illegal purposes.
3. This account provides the ability to use e-mail at home or at school.
4. In order to ensure smooth system operations, the system administrator(s) and divisional technicians have the authority to inspect and monitor internet, email and network storage.

PROHIBITIONS

The following examples are practices that are NOT acceptable:

- Storing, editing, displaying or soliciting offensive messages, pornographic material, jokes, messages which constitute hate messages, or messages that are discriminatory in nature.
- Using obscene language
- Harassing, insulting or attacking others
- Re-posting personal communications without the original author's consent
- Violating copyright laws
- Using others' addresses
- Trespassing in the folders, documents or files of others

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EMPLOYEE NAME: _____

EMPLOYEE POSITION: _____
(Teacher, Educational Assistant, Custodian, etc.)

SCHOOL: _____

I have read the “Information and Communication Technologies - Acceptable Use” guideline and agree to comply with the conditions of use. *(see reverse)*

EMPLOYEE SIGNATURE: _____ DATE: _____

Division Office to Complete

EMAIL ACCOUNT NAME: _____

NETWORK LOGIN: _____

Please change your password the 1st time you log in.

Go to Division Website and click on Staff email.
Your email password and network password are the same.

Your password must be 8 characters in length and it must include 3 out of the following 4:
1 capital / 1 number / 1 lower case / 1 special character