

Aspen View Public School Division

Staff Acceptable Use of Technology Agreement

Background

Aspen View Public Schools supports a learning and working environment in which students and staff can communicate, collaborate, and access and create information. Aspen View Public Schools is committed to maintaining an accessible and safe digital environment. To that end, all Division staff and students are expected to manage information technology resources in a manner that takes responsibility for and is respectful of the safety and wellbeing of all users. Use of Aspen View Public School's information technology resources must comply with all applicable laws, Alberta Education guidelines, and Division policies and procedures.

Procedures

1. Division technology resources are to be used primarily for activities related to the mission and vision of the Division. Division technology is intended for educational purposes and for business activities in the operation of schools and the Division. Personal use of technology resources, including network bandwidth and electronic storage space, must not interfere with, or conflict with, use for work purposes.
2. Division technology resources may not be used for purposes that are illegal, unethical, or immoral. Use of Division technology resources for disruptive, fraudulent, harassing, threatening, obscene (including but not limited to racist, profane and pornographic), or malicious purposes is strictly prohibited.
3. Activities involving Division technology resources will, as much as possible, protect the privacy of information and personal safety of all users. Specifically, permission must be obtained by all individuals before sharing information in any format (eg. visual, audio, text-based), about any Aspen View student or staff member.
4. Individuals using Division technology resources shall not compromise the security of the Division network and data. The Division holds users responsible to protect their passwords and keep them private to ensure the security of all Division technology. Users shall report security or network problems to the Information Technology department. Users will not use @aspensview.org to access any technology resource not authorized by the Division, or for personal use.
5. Users of Division technology resources do not have a right to an expectation of privacy. For the purpose of ensuring responsible use, the Division reserves the right to monitor any activity occurring with its technology resources. Use of the Division's technology resources implies the user's consent to monitoring for security purposes.
6. Aspen View Public Schools prioritizes the importance of wellbeing and supports a balance between personal and professional life. Employees are encouraged to keep work-related communications during regular work hours, unless the matter is emergent and requires immediate attention.
7. The Division shall not be responsible for the loss, theft or damage of personally owned technology.

8. All electronic communication and content created related to the Division function is considered the intellectual property of the organization and will be maintained as a component of the corporate record of the organization.
9. Any employee violating these procedures, or any applicable provincial, federal or international laws, shall be subject to disciplinary action up to and including termination of employment.

Name: _____

Current School or Department: _____

I have read and understand the above Aspen View procedures for the acceptable use of technology. I agree to abide by the terms of the Aspen View Acceptable Use of Technology Agreement.

Signature: _____

Please select a code word that you will be required to tell the technology department staff member in order to get your password: _____

Date: _____