



School District No. 46 (Sunshine Coast)
Administrative Regulations

ADMINISTRATION

1600

INFORMATION TECHNOLOGY: TERMS OF USE OF INFORMATION TECHNOLOGY

A. GENERAL

1. This regulation:
 - a) outlines general support of and provides a foundation for responsible use of School District No. 46 (Sunshine Coast) information technology;
 - b) is applicable to all School District No. 46 (Sunshine Coast) students and employees;
 - c) is applicable to all School District No. 46 (Sunshine Coast) owned or leased computing telephone and communications services, equipment and facilities computing and communications equipment.

B. RESPONSIBLE USE

1. Computer IDs, accounts, and other communications facilities are to be used for authorized purposes, subject to School District No. 46 (Sunshine Coast)'s Conflict of Interest, limited personal use is acceptable if it does not interfere with use of the technology's intended purpose and, in the case of employees, if it does not interfere with his or her job performance.
2. Users are responsible for the uses to which their computing accounts are put. Users must not share their login credentials (username and password) to any accounts to which they have access.
3. Users must not misrepresent their identity as senders of messages nor vary the content of such messages with intent to deceive.
4. All users must adhere to School District No. 46 (Sunshine Coast)'s computing and communication facilities. Applicable legislation includes, but is not limited to, the *Criminal Code of Canada*, the *B.C. Civil Rights Protection Act*, the *Canadian Copyright Act*, the *B.C. Freedom of information and protection of privacy act*, and the *B.C. Human Rights Code*.

C. PRIVACY AND SECURITY

1. Users must:
 - a) preserve the privacy of data to which they have access in accordance with applicable laws;
 - b) respect the privacy of others by not tampering with e-mail, files, or accounts they use; and
 - c) respect the integrity of computing systems and data.

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For example, users must not: intentionally develop programs or make use of already existing programs to harass other users, infiltrate a computer or computing system, damage or alter the components of a computer or computing system, gain unauthorized access to other facilities accessible via the network, or inappropriately use the telephone system.

2. Although electronic records on School District No. 46 (Sunshine Coast) equipment are the property of School District No. 46 (Sunshine Coast) and School District No. 46 (Sunshine Coast) is entitled to review those records, the user community can be assured that system administrators will not examine electronic files without the individual's knowledge, except in emergencies or under unusual circumstances without authorization from senior administration.

D. INTELLECTUAL PROPERTY

1. Users agree to comply with copyright laws for computer programs and data compilations and for all other works (literary, dramatic artistic or musical).
2. Users must respect the legal protection provided by trademark law and the common law for names, marks, logos, and other representations that serve to distinguish the goods or services of one person from another.
3. Users must comply with all School District No. 46 (Sunshine Coast) policies regarding intellectual property regardless of medium (i.e. paper or electronic).

E. FREEDOM OF EXPRESSION

1. While School District No. 46 (Sunshine Coast) has programs to screen emails for viruses, worms etc., its practice is not to control the information available on our network.

F. ILLEGAL USES

1. Users agree that IT facilities will not be used for illegal purposes. For example but not limited to:
 - a) Uttering threats (by computer or telephone);
 - b) Child pornography
 - c) Gambling, betting, or pyramid schemes; and
 - d) Copyright infringement.

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G. UNACCEPTABLE USES

1. Users agree that IT facilities will not be used for purposes deemed unacceptable by School District No. 46 (Sunshine Coast).

The following are representative examples of unacceptable use and do not comprise a comprehensive list:

- a) Seeking information on passwords or data belonging to another user;
- b) Making unauthorized copies of proprietary software, or offering unauthorized copies of proprietary software to others.
- c) Distribution of pornographic materials.
- d) Copying someone else's files, or programs, or examining such information unless authorized;
- e) Attempting to circumvent computer security methods or operating systems (e.g. subverting or obstructing a computer or network by introducing a worm or virus);
- f) Intercepting or examining the content of messages, files, or communications in transit on a voice or data network;
- g) Interfering with the work of other users of a network or with their host systems, seriously disrupting the network (e.g. chain letters or spamming), or engaging in any uses that result in the loss of another user's files or system; and
- h) Harassing or discriminatory messages.

H. SYSTEM ADMINISTRATORS

This policy shall not be construed as preventing or restricting duly authorized system administrators or other technical personnel from carrying out their duties. Complaints under this policy may be directed to the administrative head of a unit or to the head of Information Technology Services.

I. ACTIONS

1. Breaches of this Regulation may be cause for disciplinary action. In addition to any other sanctions that School District No. 46 (Sunshine Coast) may levy in the event of a violation, School District No. 46 (Sunshine Coast) may withdraw computing privileges and network access.

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2. School District No. 46 (Sunshine Coast) reserves the right to limit, restrict or extend computing privileges and access to its computing and communications resources, including all information stored therein.

NOTE:

This policy is not intended to set forth an exhaustive list relating to the use of School District No. 46 (Sunshine Coast) computing resources. All users continue to be subject to all applicable laws and School District No. 46 (Sunshine Coast) policies.

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