

USE OF INFORMATION TECHNOLOGY

Background

HPSD strives to improve achievement for all students through the safe, effective use of Information Technologies. Information Communication Technologies should be used to expand educational opportunities and to promote educational excellence. HPSP School Board Trustees, students, staff, contracted service providers, volunteers and other persons working in association and on behalf of HPSP must abide by federal and provincial laws and conduct themselves in a responsible and ethical manner while using the Internet, computers and other devices.

Information technology resources, including personally owned digital devices, are to be used for educational purposes in serving the interests of our students and staff in the course of educational operations. Every attempt will be made to protect students from being exposed to objectionable material.

Procedures

1. General

- 1.1. The applicable Responsible Use of Technology Guidelines and Agreement form must be signed yearly, or on behalf of, each student and reviewed and digitally agreed to, through Public School Works by all staff prior to accessing any HPSP technology.
- 1.2. Personal information shall be kept confidential as per Administrative Procedure 170 – Freedom of Information and Protection of Privacy and Administrative Procedure 171 – Information Security
- 1.3. Passwords will be set up, monitored and changed as per the Best Practices: Technology document provided by HPSP.
- 1.4. The following disclaimer is automatically added to each external email:
 - 1.4.1. **“This communication is intended for the use of the recipient to which it is addressed and may contain confidential, personal and/or privileged information. If you received this e-mail in error, please advise me (by return e-mail or otherwise) immediately.”**
- 1.5. As the owner of all network resources, HPSP has the right to monitor their use. Employee email and network resource monitoring shall only occur with prior authority of the Superintendent. Student email and network resource monitoring shall only occur with prior authority of the Principal.
- 1.6. In the use of HPSP electronic information resources, persons shall conduct themselves in a professional manner including, but not limited to, the following. Persons must not:
 - 1.6.1. harass, insult or attack another person or their reputation.
 - 1.6.2. use obscene language.
 - 1.6.3. use HPSP resources for commercial purposes or personal financial gain, product advertisement or political lobbying.
 - 1.6.4. damage, or attempt to damage electronic information resources such as computers, data or networks.
 - 1.6.5. use tools, applications or methods to circumnavigate HPSP network security.
 - 1.6.6. intentionally access, post, send, display or download inappropriate material (including chain letters, junk mail, and executables).
 - 1.6.7. send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks.
 - 1.6.8. use electronic information resources or accounts unless they are authorized to do so.
 - 1.6.9. disguise or attempt to disguise their identity when sending email.
 - 1.6.10. use electronic information resources for any illegal or unethical activity.
 - 1.6.11. use other people’s passwords or accounts unless required by their assigned technology support responsibilities.
 - 1.6.12. trespass, or attempt to trespass, in other people’s folders, work or files unless required by their assigned technology support responsibilities.
 - 1.6.13. transport unsecured/unencrypted confidential data, either physically or electronically in accordance with Administrative Procedure.
- 1.7. Persons must follow the Copyright Act of Canada and adhere to the Fair Dealings Guideline within the Act.

- 1.8. If there is evidence that Administrative Procedure 140, in accordance with Administrative Procedure 170 and Administrative Procedure 171, is not adhered to, HPSPD reserves the right to take disciplinary action.
- 1.9. This Administrative Procedure will be reviewed annually by the Director of Technology.

Forms

140A – Responsible Use of Technology Guidelines and Agreement (Staff)

320D – Student Registration Form

References

Education Act Section 31 and 53

Copyright Act of Canada C-42

Cross Reference

Administrative Procedure 170 - Freedom of Information and Protection of Privacy

Administrative Procedure 171 - Information Security