

RESPONSIBLE USE OF TECHNOLOGY GUIDELINES AND AGREEMENT - STAFF

High Prairie School Division supports the use of technology to enhance learning. As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. The intent of these guidelines is to increase awareness and provide protection to staff and students regarding the responsible use of technology. The potential for conflict between work and home exists when using personally owned devices for work purposes, and all staff are advised to review this document carefully before choosing to use personally owned devices for work purposes.

SECTION A: GENERAL USE OF DISTRICT TECHNOLOGY

As a staff member of High Prairie School Division, I value having access to technology to support student learning and my role in the district. To demonstrate my commitment and understanding of the level of responsibility that is required, I have read each of the expectations and guidelines listed below. I will abide by the responsibilities and expectations laid out for the use of electronic/computer devices (**A computing device includes but is not limited to the following that is used by the staff: Laptop computer, netbook, iPad, eReader, iPhone - or other device with internet access. e.g. BlackBerry, Cell Phone, iPod Touch, PDA, Nintendo DSi, etc.**).

While using technology I will exercise professional ethics and judgment.

1. I understand that having access to technology in the district is a necessity. The use of district technology may be revoked if I fail to fulfill my responsibilities as a user of this technology and that many, but not all, of these responsibilities are outlined below.
2. While fulfilling my assigned duties at work I understand that my personal files and information about every web page I visit may be accessible under the provisions of FOIP. I am aware that an individual search may be conducted as per existing legislation if there is reasonable belief that I have violated the law.
3. I will comply with all privacy and copyright legislation.
4. I understand that High Prairie School Division uses a content filter on its internet access, yet I know it is possible that I may encounter inappropriate material, which includes images or text that are pornographic, violent, obscene or offensive to others. I will preview content before using it in class whenever possible, and will immediately close the window on the screen if inappropriate content is displayed.
5. I understand that my actions using electronic/computer devices and accessing the internet reflect on me, and the district. I will conduct myself accordingly and exercise good judgment.
6. I will only stream video, radio, and other high-bandwidth applications etc. for essential educational purposes.
7. I will not share my Staff Network Login password or any other user names and passwords provided by High Prairie School Division personnel with anyone, unless required for authorized support, and I will take appropriate steps to maintain the security of my account.
8. I will always log out of / lock the computer and any applications when I have finished using them, or when moving out of sight of my computer. I acknowledge that any actions done on a computer when I am logged in are traceable to me.
9. I will not use technology in any way that negatively affects any other staff, students, or person. Example might be: offensive, obscene, inflammatory or defamatory language or images
10. I will not use tools, applications or methods to circumnavigate HPSD network security
11. I will make myself aware of the information contained in the "[Technology Use Best Practices](#)" document provided by HPSD

SECTION B: USE OF PERSONAL COMPUTING DEVICES AT WORK

12. If district staff choose to bring their own *personal electronic/computing devices*, which are connected to the school's wireless network the General Use of Technology Guidelines (Section A) apply as well as the following:
- 12.1. I will turn off all peer-to-peer (music/video/file-sharing) software or web-hosting services on my device while connected to the district's wireless network limiting the bandwidth that I am accessing.
 - 12.2. Loss of a personal device can possibly result in others accessing your personal and work-related information.
 - 12.3. **If I choose to use any personal device to connect directly to the District's email server**, I must accept the following conditions for accessing my High Prairie School Division (HPSD) employee email account. I agree that:
 - 12.3.1. my device will be password protected and automatically lock within a short period of time.
 - 12.3.2. if my device is lost or stolen, it is my responsibility to contact the HPSD IT department to discuss options to protect the security of my HPSD email account.
 - 12.4. I understand the security, care and maintenance of my device is my responsibility.
 - 12.5. I understand that the school is not responsible for the loss, theft or damage of my device. I am fully responsible for my property while it is at school.