

Procedure Title	Network Resources - Limited Personal Use		
Date of Issue	March 29, 2005	Related Policy	BP 2312-D
Revision Dates	March 5, 2014; September 16, 2015	Related Forms	
Review Date		Originator	Administrative Council
References			
AP 2311-D "E-Mail Acceptable Use"; AP 2313-D "Social Media and Web Publishing"			

Procedure:

1.0 RATIONALE

Bluewater District School Board supports efficient, ethical and legal utilization of Internet resources. The primary rationale for using the Internet connection provided is to enhance individuals' performance of their role in advancing the business of the school board. This includes, but is not limited to:

- i) Communicating with, and providing service to, students, teachers, clients and customers.
- ii) Conducting the business of a department or unit (such as using the tools available on the Bluewater District School Board website).
- iii) Communicating with other employees for work-related purposes.
- iv) Gathering information relevant to duties or to expand expertise.

2.0 PROCEDURE

2.1 Limited Personal Use

This is defined as any personally-initiated online activity (including e-mail and Internet usage) that is conducted for purposes other than those listed in the rationale. It is limited by the following considerations:

- i) It shall be infrequent and brief.
- ii) It shall not have a negative impact on overall employee productivity.
- iii) It shall not interfere with the normal operation of the department or work unit.
- iv) It will not compromise the department or the board in any way.
- v) It will be ethical and not contravene acceptable use policies or procedures of the board.

2.2 Personal Judgment

In limiting personal use, the board expects employees to exercise the same good judgment that they would use in all work situations. For example, taking five minutes to call a spouse during a coffee break is acceptable, while going on-line shopping for three hours during the workday is not.

The following examples are included to illustrate situations where limited personal use would be acceptable and where it would be considered access abuse.

i) Examples - Limited Personal Use:

- a) Employee keeps in touch with a circle of friends from high school via e-mail. Occasionally the employee will take a few minutes to read and respond to an e-mail from one of those friends.
- b) Employee is a big fan of international cricket. During the world championships, the employee takes a few minutes every morning to check a Web site that carries the overnight scores from Asia.
- c) Employee reads a review of a new novel by Stephen King. While at work the next day, the employee logs onto Amazon.com and purchases the book for delivery to the employee's home address.

ii) Examples - Access Abuse:

- a) Employee is the convener of a local amateur sports association. The employee has given their work e-mail out as the main contact. During the sports season, the employee spends up to 90 minutes each morning responding to queries and complaints, and otherwise conducting league business.
- b) Employee frequents Web sites that are clearly prohibited by the board's acceptable use policy and procedure. Co-workers have been offended by some of the images clearly displayed on employee's computer.
- c) Employee needs a new fishing rod and spends over an hour browsing different models at a sporting goods Web site.

2.3 Acceptable Use

- i) While some limited personal use is allowed, all prohibitions described within the board's acceptable use policy and procedure remain in force; for example, limited personal use does not include :
 - a) Providing internal network access to any other users.
 - b) Using corporate resources for personal commercial gain.
 - c) Propagating, transmitting, accessing, downloading, or otherwise communicating any content that is likely to contravene the board's Human Rights Policy, or any other policy of the board, or provincial or federal law.
 - d) Misrepresenting the board for personal gain.
 - e) Using an assigned account to gain unauthorized access to external networks and systems.

- ii) All staff are required to acknowledge that they have read, understand and will comply with the requirements/conditions/rules concerning the use of board technology through a Acceptable Use Agreement (AUA) that will appear two (2) times per year when a staff member logs in to his/her computer. Failure to acknowledge the agreement will result in denial of electronic access. (Please refer to Appendix A “Information Technology Electronic Acceptable Use Agreement – Staff”)
- iii) Any use of social media and/or web publishing by staff will be done in accordance with AP 2313-D “Social Media and Web Publishing”.
- iv) Any use of board e-mail systems will be done in accordance with AP 2311-D “E-mail – Acceptable Use”.

2.4 Failure to Comply

Penalties for violation of this policy including disciplinary action will be consistent with the circumstances up to and including termination of employment.

2.5 Network Monitoring

Bluewater District School Board employs monitoring software for the purpose of enforcing acceptable use policies and procedures. This includes blocking access to certain Web sites for which access is deemed to be a contravention of policy.

APPENDIX A

Information Technology Electronic Acceptable Use Agreement - Staff

Bluewater District School Board Policies will support and provide direction necessary to achieve the board's Vision, Mission and Strategic Plan priorities.

This agreement is designed to ensure a safe and supportive school environment, and to protect the board's computer network. All staff are required to acknowledge that they have read, understand and will comply with the requirements/conditions/rules concerning the use of board technology.

All board technology (including hardware systems, software, access networks) and all electronic content residing on these systems is the sole property of the board. The board grants staff the privilege to use these services in an effective, ethical and lawful manner in support of educational purposes, professional development and enhancement of workplace productivity.

The Bluewater Character Attributes and the Ontario College of Teachers publication, "Use of Electronic Communication and Social Media" (link below) are useful tools/guides that staff may choose to review and familiarize themselves with to assist in following the rules noted below.

Staff are required to adhere to the following rules when using board technology:

- i. Following board policies and guidelines, including but not limited to the board's Safe and Accepting Schools Policy (BP 6820-D) and individual School Codes of Conduct;
- ii. Ensuring that board technology is used only for educational purposes and for the performance of necessary job-related tasks, and only incidental personal use;
- iii. Communicating with others in a respectful and professional manner;
- iv. Respecting others' privacy and personal information by not publishing any such information on the internet (e.g. not publishing photos, videos, names, addresses, or phone numbers);
- v. Reporting known technical, safety, or security problems to supervising staff members and/or ICT support

Staff are strictly prohibited from engaging in any of the following activities using board technology:

- i. Sharing user accounts or passwords with others, including granting another individual access to their account or using another individual's account;
- ii. Communicating with others in a threatening, discriminatory, harassing manner, or engaging in any libellous, defamatory or bullying behaviour;
- iii. Publishing or sharing any abusive, obscene, inappropriate or sexually explicit materials;
- iv. Knowingly propagating computer viruses, malicious programs or electronic chain letters;
- v. Downloading any copyrighted and/or intellectual property materials;
- vi. Downloading any unauthorized software, using unlicensed/unauthorized software or breaching the terms and conditions of a software licensing agreement;
- vii. Using board technology for profit or commercial gain;
- viii. Interfering or tampering with board technology in a manner that disrupts the normal operation of technology systems and connecting networks;
- ix. Accessing any unauthorized board system or network or maliciously interfering with the content residing in these locations;
- x. Attempting to circumvent board security systems.

Use of the board technology for personal reasons is a privilege. It does not limit the board's ability to access information stored on its system for a wide variety of legitimate reasons, including:

- i. To engage in technical maintenance, repair and management
- ii. To meet a legal requirement to produce information
- iii. To ensure continuity of work (e.g., employee is sick or injured and work needs to be retrieved)
- iv. To improve business processes and manage productivity

- v. To prevent misconduct and ensure compliance with the law
All users also should understand that:
1. A password is what the board uses to reliably identify who is using its technology and does not prevent the board from accessing its computing resources
 2. That the board can restore information that individuals delete from its computing resources.

In light of the above and the primary function of board technology, individuals should understand that personal use is not private. If individuals need a private means of communication or a private means of computing they should use a personal computer or device and connect to the Internet through a commercial service provider.

A failure to comply with this policy will be grounds for revocation of all use privileges and possible disciplinary action according to applicable board policies.

Staff must be aware of requirements for safe and wise use of information technology resources in Bluewater schools. For more information regarding the board's policies please click on the associated links (e.g., board policies BP 2310-D, BP 2311-D, BP 2312-D, AP 2313-D, BP 2314-D, BP 2820-D, BP 6820-D as well as associated procedures).

Please be advised of the current Ontario College of Teachers publication,
'Use of Electronic Communication and Social Media'
<http://www.oct.ca/resources/advisories/use-of-electronic-communication-and-social-media>
The link may change if so, search www.oct.ca for the document.