

## EMPLOYEE TECHNOLOGY USE REGULATION

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River East Transcona School Division recognizes that new technologies in today's society can enhance learning environments by providing staff with new and exciting ways to create, collaborate and communicate.

In support of the Division's commitment to promote and support the use of information technology across the division, staff are provided with access to networks and devices to enhance student learning experiences, monitor and track student learning, well-being and attendance. The Division also is committed to ensuring that interactions within this new learning environment contribute positively to school climate as well as the community outside the school. Innovation will be promoted in a safe manner for staff, students and the community.

Every employee has the responsibility to respect and protect the rights of all users, and to act in a responsible, ethical, and legal manner consistent with the mission of the division and in accordance with divisional policies and the Code of Conduct.

### **Employee Access**

The use of the divisional technology services as part of employment in an educational setting is an integral part of many job functions in today's educational context. Responsible use is critical to effectively advancing the division's mission, vision and purpose. Each staff member who accesses divisional technology will be informed as to the proper use of the network. By accessing instructional technology, the staff member agrees to the expectations stated below.

It is the responsibility of each employee who has access to divisional technology services to be informed as to the acceptable use based upon the guidelines outlined in this document and other applicable policies. The River East Transcona School Division administration will deem what is inappropriate use. The Information Technology (IT) Department may deny user access at any time as required.

### **User Responsibilities**

It is expected that employees will be responsible digital citizens and will conduct themselves in a manner that is respectful and courteous. Employees are expected to abide by, the divisional Code of Conduct as well as general school rules. Employees will be responsible for their digital learning experience by:

- (1) recognizing that technology tools are used for educational and employment purposes,
- (2) understanding the positive and negative effects of what is posted and shared in a digital space.

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- (3) keeping an educational/employment focus when collaborating and communicating in digital spaces,
- (4) using technology to facilitate and foster positive and meaningful communication and collaboration,
- (5) recognizing that technology tools are often shared devices in work sites and treating them in a respectful way is beneficial to the experience of all employees,
- (6) Understanding copyright laws and only using online digital resources in a way that is allowable under fair dealing guidelines;
- (7) managing and protecting the safety and security of login credentials and respecting the privacy of the login information of others,
- (8) understanding that the use of personal technology must not interfere with employment or of the overall learning environment;
- (9) understanding and acting in a manner so as to protect the privacy of myself and others in digital learning spaces,
- (10) recognizing that while my personal electronic device can be a valuable learning tool, River East Transcona School Division will not assume responsibility for the loss, damage, or theft of any personal electronic device,
- (11) recognizing that technology resources are limited and engage in use that allows all users access to the technology tools necessary to fulfill their employment responsibilities.

### **Security and Privacy**

Employees who identify a security problem on the system must notify the IT Department. Employees must not demonstrate the problem to other users.

Information stored on the school division's technology services is the property of the River East Transcona School Division.

The IT Department shall review files and communications to maintain system integrity and ensure that users are using the technology services responsibly and in accordance with all applicable policies. Users acknowledge that they have no expectation of privacy in respect of their use of divisional technology services.



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It is the responsibility of each user to back up files to the appropriate Office 365 application.

**Copyright**

An employee may not change, copy, delete, read, or otherwise access files or software without permission of the owner of the files or the system administrator. An employee may not bypass accounting or security mechanisms to circumvent data protection schemes. An employee may not attempt to modify software except when intended to be user customized and permission for that specific purpose has been given by the provider.

An employee's access to the division's networks, devices and data ceases at such time that the employment ends.

Abuse or misuse of the River East Transcona School Division computing services may not only be a violation of this policy or user responsibility, but may also violate laws including the Criminal Code. Violations of this policy may result in a loss of access, other disciplinary measures, legal action, or financial reimbursement.

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