

|  |  |   |
|--|--|---|
| <b>EASTERN TOWNSHIPS<br/>SCHOOL BOARD</b>                                    | <i>Titre :</i><br><b>CODE OF CONDUCT – ETSB PERSONNEL – CONSENT FORM<br/>REFERENCE : POLICY ON TELECOMMUNICATIONS,<br/>NETWORK AND COMPUTER RESOURCE USAGE</b> |   |
| <i>Source :</i><br><b>Planning &amp; Development<br/>General Directorate</b> | <i>Adoptéd :</i><br><b>Effective October 28, 2002</b>  | <i>Reference Number:</i><br><b>P024-3</b> |

## **Code of Conduct for the Use of Eastern Townships School Board Computer Resources (ETSB Personnel)**

Eastern Townships School Board computer resources are made available to employees to help them perform their duties. The use of these resources is a privilege that requires responsible behaviour on the part of employees. The full Policy on Telecommunications, Network and Computer Resource Usage is available on the Eastern Township School Board website at [www.etsb.qc.ca](http://www.etsb.qc.ca).

As an employee, I request access to the Eastern Townships School Board's computer resources, and in return, when using these resources:

- I promise to respect other individuals, their personal privacy, and to not communicate personal information about another person;
- I promise not to knowingly download or publish offensive, defamatory, discriminatory, hateful, violent, indecent or racist words or images;
- I promise not to knowingly download or publish words or images that may harm the reputation of another person, the School Board, its schools and its centres;
- I promise not to use the computer equipment for advertising, propaganda, harassment or threats;
- I promise to respect copyright and to avoid pirating activities, such as the illegal reproduction of music, games, software and files;
- I promise to respect security measures established by the School Board and to avoid intrusions or actions that may prevent the proper functioning of or damage to computer equipment belonging to the School Board and others;
- I promise to avoid any actions that may introduce or spread viruses, and that would cause the unauthorized alteration or destruction of data and files;
- I promise to respect the privacy of access codes and passwords and to avoid learning another person's access code and password;

- I promise not to send undesired and anonymous e-mail, to use the name of another person when sending e-mail, or to participate in chain letters;
- I promise not to install programs without prior authorization from the center administrator, the ICT coordinator, or the ETSB pedagogical consultant;
- I promise to avoid all illegal activities, as well as any actions that go against the *Eastern Townships School Board Policy on Telecommunications Network and Computer Resource Usage*, or that go against the mission of the school or centre.

Since the computer resources are shared among many users, I promise to avoid excessive personal use of these resources, particularly the storage of unused information, using the Internet to listen to the radio or watch a television program, participation in discussion and chat groups, or the unauthorized use of Internet games.

I am aware that the School Board may at any time access the files I've saved on the computer or server's hard drive, and that I cannot consider those files confidential. I am also aware that the School Board may at any time access the list of internet sites I have visited.

If I fail to respect these promises, sanctions may be imposed against me, including the loss of computer equipment privileges and suspension or dismissal, depending on the seriousness of my actions.

I understand my responsibilities with regard to using computer equipment made available to me, and I am committed to the promises listed above.

\_\_\_\_\_

Name

\_\_\_\_\_

Date