

EASTERN TOWNSHIPS SCHOOL BOARD	<i>Title:</i> POLICY ON TELECOMMUNICATIONS, NETWORK AND COMPUTER RESOURCE USAGE	
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EASTERN TOWNSHIPS SCHOOL BOARD

**POLICY ON TELECOMMUNICATIONS,
NETWORK
AND
COMPUTER RESOURCE USAGE**

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PREAMBLE

The Eastern Townships School Board recognizes the importance of access to its computer resources and telecommunications network by its staff and students, both young and adult, and their parents. It expects that the educational and administrative objectives of the Board and its establishments will be respected during the use of these resources.

As owner and manager of its computer resources and telecommunications network, the Board must ensure that their use follows applicable laws and respects certain standards. See the document "Standards For ETSB Schools And Centers".

The Board also expects that each user will follow generally accepted rules of propriety and courtesy as well as applicable laws and regulations.

1.0 DEFINITIONS

In this policy, the terms and expressions described below carry the following meaning, unless the context requires otherwise:

- 1.1 **Administrator:** anyone working on behalf of the School Board having control over and managing part or all of the School Board's computer resources and telecommunications network.
- 1.2 **Computer resources:** Without limiting the generality of this expression, all servers, computers, computerized work stations and their units and peripherals, storage, reproduction, printing, transmission, reception and data processing accessories and all telecommunications equipment including telephone equipment, software, software packages, educational software, information and data banks (of text, sound, graphics or other visuals) located in or on computer equipment or media, e-mail systems, voice message systems or on a Web site, and all internal or external computer communications networks owned or leased by the School Board, controlled or administered by the School Board, or over which the School Board holds right of usage.
- 1.3 **User:** personnel, young or adult students, parents of students, volunteers, and any other individual or organization called upon or authorized to use the computer resources.
- 1.4 **Copyright:** refers to all rights granted by the *Copyright Act*. It refers in particular to the exclusive right of the copyright owner to publish, produce, reproduce, represent or show in public, through telecommunications or other means; and to translate or adapt to whatever form his or her work or a significant part thereof, or to allow another person or organization to do

so. Carrying out one or another of these actions without permission from the copyright owner constitutes a violation of copyright.

1.5 Work: refers especially to literary, theatrical, musical or artistic works, data bases or information banks (of text, sound, graphics or other visuals), a performance or any other work governed by the *Copyright Act*, whether the work is presented or published conventionally (in a book, on a soundtrack or videocassette) or stored on computer equipment (on a diskette, CD-ROM, software, or hard drive) or is accessible by Internet.

1.6 Personal information: information regarding an individual and that allows an individual to be identified, as stipulated in *An Act respecting access to documents held by public bodies and the protection of personal information*.

2.0 OBJECTIVES

This policy establishes conditions for the use of computer resources, and is intended to:

- promote responsible use of the computer resources;
- contribute to the educational mission of preparing students for society;
- maintain the School Board's reputation as a responsible educational organization;
- prevent abusive and illegal use of computer resources by users;
- ensure protection of personal information;
- define the limits of users' personal privacy when using computer resources;
- minimize the risks of system and data destruction or alteration.

3.0 GENERAL STIPULATIONS

3.1 Privilege

Access to computer resources constitutes a privilege, not a right.

Only authorized users can access and use computer resources, and only within the usage limits authorized by the School Board. The user cannot allow an unauthorized third party to use these resources.

Use of this privilege must be reasonable and must not unduly limit other users' access to computer resources.

3.2 Priorities

Computer resources are made available to users, as their duties require, for learning, teaching, management and administrative activities and for community services related to the mission of the School Board and its establishments.

3.3 Personal use

Personal use of the School Board's computer resources is allowed under certain conditions:

- it does not interfere with work performance of the employee or of other employees;
- it does not interfere with the pedagogical activities of the student-user or of any other students;
- the user pays, when applicable, equipment usage and material fees;
- the user respects the stipulations described in the present policy even when computer resources are used for personal reasons.

Users must accept that the School Board has access to communications and transactions made using its computer resources, and therefore personal use cannot be considered private.

3.4 Code of ethics

Users of the School Board's computer resources must:

- respect others, their privacy, and personal or confidential information concerning them when communicating both messages and images;
- respect the establishment's educational mission;
- respect others' copyright and intellectual property;
- respect security measures established by the School Board;
- respect rules of "netiquette." (Network etiquette)

Forbidden actions described in this policy contravene the School Board's code of ethics for the use of its computer resources, however the list described here should not be considered exhaustive.

3.5 Forbidden actions

All use of School Board computer resources for unauthorized or illegal purposes is strictly prohibited. The following, in particular, are forbidden:

- downloading, storing or distributing files containing words or images that are indecent, defamatory, offensive, disturbing, denigrating, or discriminatory based on race, colour, sex, sexual orientation, civil status, religion, political beliefs, language, ethnic or national origin, social status or handicap;
- downloading, storing or distributing files containing words or images characterized by hate, violence, indecency, pornography, racism, illegality or incompatibility with the educational mission of the School Board and its establishments;
- using the computer resources for purposes of propaganda, harassment, any kind of threat or playing jokes on a third party;
- using the computer resources for transmitting advertisements and promoting or carrying out transactions on behalf of a personal business;

- participating in money games or bets of any kind;
- participating in pirating activities (of music, games, software, etc.) and interfering or blocking any individual's or organization's computer system;
- using the computer resources to damage the reputation of any individual, organization, the School Board or its establishments;
- associating personal statements with the School Board or one of its establishments in discussion and chat groups, or using any other means of exchanging opinions in such a way as to suggest that the opinions expressed are endorsed by the School Board or one of its establishments, unless this is done by an authorized person in the exercise of his or her duties.

It is also forbidden to participate in co-operative Internet games unless participation is part of a pedagogical or school-related activity that is strictly supervised and respects the security of the School Board's computer resources and network.

3.6 Alteration or destruction

Any alteration to or destruction of computer resources is prohibited without the authorization of the appropriate authority.

3.7 Harmful acts

Any action that may harm the proper functioning of the computer resources through – among other possibilities – the introduction or propagation of computer viruses, the unauthorized destruction or alteration of data or software, the unauthorized use of another user's access code or password, or through efforts to disarm, defy or bypass any of the School Board's security systems, is strictly prohibited.

3.8 Unauthorized access

Unless specifically authorized, accessing or trying to access files, databases, systems, and internal or external networks whose access is restricted or limited to a specific category of users is prohibited.

3.9 Reasonable usage

To promote an equitable sharing of resources, users may not monopolize or abuse access to computer resources by – among other possibilities – storing an excessive amount of information or using the Internet for listening to the radio or watching a television program outside the context of a pedagogical activity.

4.0 COPYRIGHT AND INTELLECTUAL PROPERTY

4.1 General rule

Users must at all times respect the copyright and other intellectual property rights of third parties.

The following are examples of documents that may be protected by copyright or other intellectual property rights: e-mail, Web site text, graphics and sound, music, radio and television programs transmitted via a Web site, music, photos and graphics available on the Internet, downloadable software from FTP sites, compilations available on a Web site, use of a logo or trademark.

In certain circumstances the following actions may contravene copyright or intellectual property rights: downloading a file, digitizing a printed document, changing a photograph or text created by a third party, broadcasting music on the Internet, and posting the artistic work of a third party when such work is protected by copyright.

4.2 Copies of software, software packages and educational software

Reproducing software, software packages and educational software is authorized only for backup copy purposes or according to the stipulations of the usage license governing them.

4.3 Forbidden actions

Users are strictly prohibited from:

- using illicit reproductions of software or electronic files;
- participating directly or indirectly in the illicit reproduction of software or electronic files;

- altering or destroying software, databases, or electronic files, or accessing them without the owner's permission;
- reproducing documents related to a software package without authorization from the software's copyright owner;
- using the computer resources to contravene or try to contravene laws governing copyright and intellectual property.

5.0 E-MAIL

5.1 Identification

For all electronic messages distributed on the School Board's network, users must identify themselves as the signatory to the message and specify, if applicable, the title under which they are communicating.

5.2 Respecting message confidentiality and integrity

Users must respect, when applicable, the confidentiality of messages delivered via the network, and refrain from intercepting, reading, altering or destroying messages destined for someone else.

5.3 Forbidden actions

Users are strictly prohibited from:

- using deception or other means to transmit e-mail anonymously or under another name;
- subscribing to e-mail lists having no relation to the user's duties;
- sending, without authorization, to all personnel or to groups of personnel messages on various subjects, any kind of news, chain letters, or any other information not relevant to the activities of the School Board or its establishments.

6.0 CONFIDENTIALITY AND PROTECTION OF PERSONAL INFORMATION

6.1 Confidential information

Information contained in the computer resources is confidential when it consists of personal information, information the School Board protects under *An Act respecting access to documents held by public bodies and the protection of personal information*, or information related to personal privacy under the *Quebec Civil Code*.

6.2 User obligations

6.2.1 Respecting protective mechanisms

Users must conform to the Act respecting Access to documents held by public bodies and the Protection of personal information (R.S.Q., c. A-2.1) regarding the conservation, access, transmission and distribution of personal information through use of computer resources.

6.2.2 Publishing personal information

Users may not publish, without permission from the affected individual, personal information in the form of written text, photographs or other visual documents showing that person in activities in such a way as he or she may be identified by name.

Student users must be informed of the appropriate behaviour when transmitting personal information about themselves, their family or friends and any other person.

6.3 User's right to confidentiality

The School Board respects users' rights to privacy. However, since the computer resources are made available to users to contribute to the accomplishment of the mission of the School Board and its establishments, privacy is limited. Work-related equipment, systems and files must be accessible at all times to management, substitute employees and the network administrator.

The School Board will not systematically examine users' communications. Inspections will only take place if there is reason to believe that systems have been used inappropriately or if it is necessary to do so for tracking information that would not otherwise be available.

Users lose their right to privacy when their use of computer resources or the information contained therein contravenes the present policy as well as regulations issued by the School Board to ensure this policy's application, relevant School Board agreements or protocols, or provincial or federal laws and regulations.

Users should know that the School Board may be called upon, in the context of a legal proceeding, to show as proof the content of any document stored on its computer systems. In such case, the School Board reserves the right and option to access all systems without notice, and to inspect and verify all data contained therein.

7.0 RESPONSIBILITIES

7.1 Loss, damage or inconvenience

The School Board assumes no responsibility, direct or indirect, for losses, damages or inconvenience suffered by users during or as a result of computer resource usage or, in the case that it must, for whatever reason, of reducing or interrupting its services, for whatever length of time, or of fully terminating its services.

7.2 Illegal acts

Users are responsible for their acts when using the School Board's computer resources. Users who commit illegal acts expose themselves to legal suits and claims for damages.

7.3 Use and Care of Equipment

Responsibility for the use and care of equipment belongs to the school and center administration. See the document "Standards For ETSB Schools And Centers".

8.0 EMERGENCY AND SECURITY MEASURES

8.1 Verification

The School Board reserves the right to maintain a registry of transactions made using its computer resources and telecommunications network and the right to analyze information contained in the registry in order to detect unauthorized, illicit or illegal activities on its network.

Establishment and department management personnel are authorized **at all times and without notice** to make verifications deemed necessary and to keep copies of documents, data or information to ensure respect for this policy as well as directives issued by the School Board that ensure the application of relevant School Board agreements and protocols or provincial and federal laws and regulations.

The administrator may proceed with any verification without notice when an emergency situation justifies it, such as the detection of a virus in the network or overuse of the network's resources.

The School Board reserves the right to remove from its computer resources any content that is illegal or that contravenes the present policy.

8.2 Suspension of access rights during verification

A user's access rights may be suspended during verification. Such a decision is the responsibility of the user's immediate superior in the case of employees and the establishment director in the case of students or parents.

8.3 Security

The ICT (Information and Communications Technology) Department implements computer tools that ensure:

- the security of the computer resources;
- protection against viruses, intrusions or alterations to data;
- prevention of illicit usage.

The ICT Department manager can decree directives or rules to ensure the security of the computer resources, and can proceed with periodic security audits.

9.0 SANCTIONS

9.1 Penalties and sanctions

Users who contravene the clauses of this policy or the directives of the School Board to ensure the policy's application may be subject to penalties and sanctions under relevant laws and regulations, disciplinary measures under regulations and collective agreements governing personnel and those of establishments governing the rules of conduct and behaviour of its students. These measures may include dismissal or expulsion.

In addition, one or more of the following administrative sanctions may be applied:

- cancellation of the user's access code and passwords;
- a ban in whole or in part on use of the computer resources, including access to micro-computer laboratories;
- destruction without notice of the files constituting a contravention of the present policy, or that are illegal or contain illicit information;
- the obligation to reimburse the School Board any amount the School Board may be required to pay for damages, penalties or the like following the contravention.

9.2 Imposing sanctions

The employee's immediate superior, ICT Department manager or the Human Resources director is responsible for imposing sanctions according to the above clauses and according to the circumstances, when the user is a staff member. The establishment director is responsible for imposing sanctions when the user is a student or parent.

10.0 CO-OPERATION

All students, or parents in the case of elementary school students, must sign a code of conduct* regarding use of computer resources.

Users are asked to co-operate with the ICT Department and the network administrator to facilitate the identification and correction of problems or anomalies that arise with regard to the School Board's computer equipment and resources.

Persons responsible for pedagogical or school-related activities using the School Board's computer resources must inform students of the activities that are allowed and those that are not when using those computer resources.

(*Refer to : P024-1 Elementary School
P024-2 Secondary, Vocational Education and Adult Education
P024-3 Personnel)

11.0 PERSON RESPONSIBLE FOR POLICY APPLICATION AND PUBLICATION

The Director General is responsible for applying and publishing this policy within the School Board.

Establishment and department management personnel are responsible for applying and publishing this policy within their establishment or department.

12.0 DATE OF EFFECT

This policy was adopted by the Eastern Townships School Board's Council of Commissioners during a meeting held on October 29, 2002 and takes effect as of the date of its adoption.