



## **Administrative Procedure 2050**

# ***Information and Communication Technologies (ICT) Use by Staff***

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**Board Governance Policy Cross Reference:** [1](#), [11](#), [12](#), [13](#), [14](#)

**Administrative Procedures Cross Reference:**

[Communications – Media Relations](#)

[Information and Communication Technologies \(ICT\) Use by Students](#)

[Social Media and Third-Party Educational Applications](#)

Harassment

**Form Cross Reference:**

[Information and Communication Technologies \(ICT\) Staff Acceptable Use Agreement](#)

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**Legal/Regulatory Reference:**

[The Freedom of Information and Protection of Privacy Act](#)

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**Date Adopted:** July 2014

**Amended:** March 2019

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The use of Information and Communication Technologies (ICT) is a fundamental component of teaching, learning and administration in the Brandon School Division. The use of ICT facilitates problem solving, communication, collaboration and improves personal performance. The Division expects its employees to use ICT (computer hardware/software, Internet and networks) in the day to day completion of each employee's duties. As such, ICT literacy is required for all staff and is supported by the Division.

Brandon School Division computers, software, networks, electronic systems and access to the Internet are intended for educational, research and administrative purposes. Staff are permitted to bring their own personal devices. Should a staff member bring in their own device, they do so at their own risk. The Division cannot be held liable for any information or hardware that may be lost, damaged or unavailable due to technical or other difficulties.

Employees should not have any expectation of privacy with respect to any equipment or networks that the Division provides. This includes personal devices connected to the Division's WIFI network. The Division reserves the right to monitor staff use of Division ICT to ensure the acceptable use by staff. This may include accessing staff electronic files and email where there is reasonable cause to suspect misuse of the

system or violation of Division Administrative Procedure. Inappropriate use may result in a loss of those privileges or other appropriate consequences up to and including dismissal and other legal action.

Teachers require ICT to:

- enhance student learning, monitor and track student learning and attendance;
- develop Digital Citizenship<sup>1</sup> in students as well as critical thinking skills necessary to become contributing members of today's society;
- infuse ICT in teaching and learning based on current research and pedagogical practices as a tool in achieving outcomes for students;
- communicate and/or collaborate with others;
- post student marks and records for parent access;
- complete daily administrative duties that may or may not be related to students.

<sup>1</sup>Digital Citizenship: *"Digital citizenship isn't just about recognizing and dealing with online hazards. It is about building safe spaces and communities, [having students] understand how to manage personal information and about being Internet savvy – using your online presence to grow and shape your world in a safe, creative way and inspiring others to do the same."* <http://www.digizen.org.uk/>

Administrative and support staff require technology to:

- complete Divisional business;
- access information for research purposes; and
- communicate and/or collaborate with others.

Employees of the Brandon School Division are responsible to:

- ensure confidential information of the Division is protected;
- abide by all copyright and intellectual property laws;
- respect the rights and privacy of other ICT users and follow generally accepted network etiquette rules;
- use only Division managed or endorsed ICT unless otherwise approved under the guidelines and procedures of the Division *Social Media Administrative Procedure*;
- understand the consequences of inappropriate use of ICT;
- use only user IDs and passwords assigned to them to access Division resources;
- ensure user IDs and passwords assigned to them remain confidential and private to them;

- ensure all user IDs and passwords for Divisional network and software application accounts remain confidential;
- take reasonable measures and act responsibly to protect equipment from misuse, loss, theft or damage and notify Administration in any such event;
- use ICT in a professional, ethical manner and adhere to and model Digital Citizenship standards;
- accept ultimate responsibility for their actions while accessing Division resources.

Employees shall not:

- Send or display data in any format which may be deemed to be offensive;
- Harass, insult or cyberbully others;
- Damage computers, computer systems or computer networks;
- Make unauthorized repairs or additions, adding software or reconfiguring systems;
- Violate copyright laws;
- Use another's password or attempt to access another's folders, work or files;
- Intentionally waste any resources or introduce a virus or any destructive data into the network;
- Gain unauthorized access to Division resources;
- Employ the network for commercial or illegal purposes;
- Access and/or distribute passwords of others;
- Disclose any Division resource password to another user or third party;
- Use Division resources for their own personal, commercial or political benefit. Division resources shall not be used for activities beyond those required as an employee of the Division.

In order to comply with [The Freedom of Information and Protection of Privacy Act](#), the Division requires consent to post or publish student information and work on various public forums (see *Communications – Media Relations*).

### **Guidelines for Transmission of Personal Information Using ICT Resources**

In order to ensure that e-mails containing personal information (staff and/or student) are secure, staff shall only use the provided Division e-mail service to transmit such information. Transmission of personal information outside of the Division e-mail service is prohibited.

### **Guidelines for Staff Supervising the Use of ICT Resources by Students**

Staff who direct or supervise the use of ICT resources by students shall:

- supervise activities involving the use of ICT resources including access to the Internet; and
- review with students, once per semester (secondary) or twice per year (elementary), the Divisional guidelines as articulated in the *Information and Communication Technologies (ICT) Use by Students Administrative Procedure*.

Violations of any of the above outlined guidelines by staff members may result in a loss of access privileges and, in turn, may necessitate disciplinary action. Any misuse or illegal activities will result in temporary or permanent cancellation of privileges, disciplinary action up to and including dismissal. If a violation of law has occurred, contact with law enforcement authorities will be made.

Every employee has the responsibility to respect and protect the rights of all users and act in a professional, responsible, respectful, ethical and legal manner consistent with the vision of the Division when accessing ICT resources.

All Brandon School Division staff are required to acknowledge that they have read and understand this Administrative Procedure by way of signing *Form 2050F – Information and Communication Technologies (ICT) Staff Acceptable Use Agreement*.