

Prairie Spirit Acceptable Use Standard Guidelines Staff and Students

1.0 Purpose

The purpose of these guidelines is to establish requirements concerning the acceptable use of Learning Technology (LT) resources at all Prairie Spirit School Division schools and offices.

2.0 SCOPE

These guidelines apply to all users of Prairie Spirit School Division (LT) resources, including all students, employees, vendors, contractors and visitors. (LT) resources include, but are not limited to, computer equipment and peripherals, applications, data and the supporting network infrastructure.

3.0 GENERAL USE

Prairie Spirit School Division provides a wide variety of LT resources that are administered by Learning Technology Services (LTS) and are intended for the academic pursuits of Prairie Spirit School Division students and staff, and for the normal business of the school division.

Anyone using a Prairie Spirit School Division LT resource is responsible for:

- Recognizing and honoring the intellectual property rights of others, making attribution as appropriate
- Refraining from any illegal or improper activity that would lead to unauthorized access into any LT resource, system or user account
- Taking all reasonable steps to ensure the accessibility, confidentiality and/or integrity of Prairie Spirit School Division information and information technology
- Being ethical and respectful of the rights of others, including the rights to privacy
- Abiding by all other applicable division policies, standards, guidelines, and all national, provincial and local laws pertaining to the use of information technology.

4.0 UNACCEPTABLE USE

Following is a list of examples that constitute violations of these Acceptable Use Standard Guidelines. This is not a comprehensive list and other activities that are contrary to Prairie Spirit School Division policies, standards and guidelines are still considered violations even if not specifically listed here.

- Browsing Internet sites, transferring information or passing information through Prairie Spirit School Division email resources that contain illegal, obscene or harmful content that is objectionable and inappropriate

- Using Prairie Spirit School Division LT resources for personal financial gain or commercial purposes
- Using Prairie Spirit School Division LT resources to impersonate another person or misrepresent authorization to act on behalf of others or Prairie Spirit School Division
- Using Prairie Spirit School Division LT resources to harass another person, or to transmit to others or display images, sounds or messages that might be perceived by a reasonable person as, or have been identified as, harassing.
- Using Prairie Spirit School Division LT resources to invade the privacy of others or to make unauthorized use of their work. Users should not attempt to read or copy information belonging to others, or decrypt or translate encrypted material unless the information has deliberately been made accessible by the owner(s) or authorization has been obtained to do so
- Intentionally bypassing any security feature(s) for the express purpose of gaining unauthorized access to a Prairie Spirit School Division network, a computer or other information resource.
- Disabling, modifying or removing software designed to protect against viruses, spyware and adware
- Installing or connecting IT equipment to the Prairie Spirit School Division wired network without prior approval. Prairie Spirit School Division provides wireless network access for the use of students, staff and some visitors
- Installing software on Prairie Spirit School Division computers without prior approval.

5.0 LOGIN ACCOUNTS

Computer and/or network accounts may be provided to students, and staff for academic pursuits, transmitting and receiving electronic mail and messages, daily business and administrative operations, and other authorized activities. Account holders are responsible for the use of the account and the security of the information for which the account provides access.

Accounts should be logged-off and/or locked when left unattended. Accounts are for the use of the single individual for which they are provided. Account holders are not permitted to share accounts, the information provided by accounts, or account usernames and passwords with others. Account passwords will be assigned and used in compliance with current account username and password standards.

6.0 PRIVACY OF INFORMATION

Prairie Spirit School Division information is to be used only for the business purposes expressly authorized by management. Personally identifiable information concerning students, employees, customers, visitors and others that is not declared public by law is to be held in confidence and its uses narrowly tailored by specific management directive.

The confidentiality, integrity and availability of division information is the responsibility of each information user.

Student Records, Financial, Medical Information

All users of division information are required to abide by the Canadian Privacy Act (The *Privacy Act*) and the Local Authority Freedom of Information and Protection of Privacy Act (LAFOIPP) regarding the release of student information. Student educational and financial records are considered confidential and may not be released without the written consent of the student, except by provisions outlined in law.

All users of division information are required to abide by the LAFOIPP Act regarding the release of financial information and by the Health Information Protection Act (HIPA) regarding the handling of private medical records.

Electronic Messaging

Prairie Spirit School Division will make reasonable efforts to maintain the integrity and effective operation of its electronic messaging systems, but users are advised that those systems should in no way be regarded as secure media for the communication of sensitive or confidential information. Because of the nature of the technologies that provide electronic communication, Prairie Spirit School Division cannot assure the privacy of an individual's use of messaging resources, neither can Prairie Spirit School Division assure the confidentiality of particular messages that may be created, transmitted, received or stored using division messaging resources.

7.0 COPYRIGHT INFRINGEMENT

National copyright law applies to all forms of information, including electronic communications. Copyright infringement includes the unauthorized copying, displaying and/or distributing of copyrighted material. All information should be considered protected by copyright law unless otherwise specifically labeled.

Any use of Prairie Spirit School Division computers, networks, email systems or websites to transfer copyrighted material, including, but not limited to, software, text, images, audio and video is strictly prohibited. Anyone using Prairie Spirit School Division resources to commit acts of copyright infringement may be subject to prosecution. Acts of piracy are violations of provincial and national laws and may result in civil or criminal charges.

8.0 PEER-TO-PEER (P2P) FILE-SHARING

Prairie Spirit School Division prohibits all forms of network traffic that utilize P2P file-sharing technologies to illegally transfer copyrighted material.

Notification

The use of popular file-sharing applications similar to “BitTorrents” may be a violation of Prairie Spirit School Division policy and national law.

Response to Unauthorized Distribution of Copyrighted Material

Users of Prairie Spirit School Division LT resources who are found to be in violation of the division’s P2P file-sharing policy are notified to cease file-sharing immediately and are further educated concerning the division’s policy and legal ramifications. Repeat offenders are subject to disciplinary action. Users may be prohibited completely from the use of division LT resources.

9.0 CLOUD COMPUTING

Cloud computing is an evolving style of computing in which information is processed and/or stored on virtualized resources. While cloud services may be internal to an organization, these guidelines reference services that are provided over a network connection where at least part of the service resides outside the division’s IT infrastructure by third party vendors.

Employees and other users of division LT resources are increasingly using their personal computing devices (e.g. smart phones and tablet computers) to access division resources and to conduct division business. With these personal devices, many third party vendors offer free cloud services, such as file storage and file synchronization, and in some cases it may not be obvious that a personal application is utilizing cloud services. As a result, an increasing amount of division information is being processed and/or stored by third party vendors with which the division has no official agreement, and therefore the division has no assurance that the confidentiality, integrity and availability of the information will be maintained. Specific examples of cloud services being used by division employees and other users affiliated with the division include social media sites such as FaceBook, YouTube, document and email management sites such as Microsoft Windows Live with SkyDrive, Google Gmail, Google Docs, Ipad DropBox, and many other sites and applications that host photos, videos and other media and information.

Employees and other affiliated users of division information are expected to be aware of the risks introduced by these cloud services and utilize them in such a manner as to protect the confidentiality, integrity and accessibility of the information. Some of the risks are listed here.

- There may be no guarantee that the vendor will respect the confidentiality of data stored on its resources. The data will be available to vendor employees, and the vendor may have agreements with other vendors to share information. All national and provincial laws regarding the privacy of certain types of division information must be regarded.
- There may be no assurance that the vendor has appropriate procedures in place to ensure the availability of the information, and the application should therefore not be utilized as a primary platform for storage and/or delivery.
- Vendor may not guarantee the integrity of the data. The information may be subject to intentional or unintentional corruption or modification.
- Vendor may archive data for undisclosed periods of time conflicting with Prairie Spirit School Division data disposal policies.
- Vendor likely will not accept legal or regulatory liability, and likely will not respect HIPA, LAFOIPP, and other provincial or national data protection laws specific to educational institutions.

Any employee or other IT user affiliated with the division who enters into an agreement with a third party vendor that provides cloud services that may be used to process or store Prairie Spirit School Division information in any form, and with whom the division has no official contractual agreement, is responsible for maintaining the security of the information and for protecting the reputation of the division and reducing institutional exposure to legal and compliance risks.

Regarding the use of third party cloud services:

- All national, provincial, and local laws, and division regulations and policies regarding the privacy of certain data shall be respected, including LAFOIPP, HIPA, and the *Privacy Act*.
- Information which is obscene or harassing is not permitted
- Information shall align with the core values of the division
- Copyrights shall be respected
- Use of division information for personal gain, or to promote personal, religious or political causes is not permitted
- Every effort shall be made to ensure the accuracy of the information
- Use of cloud services to bypass division information security measures is not permitted
- Ethical behavior as defined by division policy.

10.0 ENFORCEMENT

The use of Prairie Spirit School Division LT resources is provided to students, staff and some visitors as a privilege, not a right. In order to maintain this privilege, users are responsible for following the letter and the spirit of these Acceptable Use Standard Guidelines. Prairie Spirit School Division reserves the right to deny the use of division LT resources to any user(s) determined to be in violation of these guidelines.

Prairie Spirit School Division is committed to maintaining the security and functionality of its LT resources and information. Failure to follow these guidelines may result in denial, revocation or suspension of privileges or in disciplinary action. Prairie Spirit School Division may refer suspected violations of applicable law to appropriate law enforcement agencies for legal action.

11.0 REVISION HISTORY

December 9, 2013

September 12, 2013