

<b>Policy Statement</b>		
 <small>COMMISSION SCOLAIRE</small> <b>WESTERN QUÉBEC</b> <small>SCHOOL BOARD</small>		<b>Policy No. E-9</b>
<b>SUBJECT:</b>	<b>The Appropriate Use of Information &amp; Communication Technology</b>	
<b>Approval Date:</b> March 29, 2005	<b>Resolution No:</b> C-04/05-214	
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<b>Origin:</b> Corporate Committee		

## **PREAMBLE**

The goal of this policy framework for users is to define the appropriate use of information and communication technologies within the Western Quebec School Board.

The role of each in-school and senior administrator is to ensure the policy is respected.

## **1- OBJECTIVE**

To establish rules governing the appropriate and responsible use of technology devices and technological resources.

To provide a framework for the users of the technology offered by the Western Quebec School Board.

To preserve and enhance the School Board's reputation as an educational institution: preventing illegal, abusive, inappropriate and improper use of technology devices and technological resources.

## **2- DEFINITIONS**

**User:** Any employee, student, parent, volunteer, visitor or other person who uses or has access to the technology devices and technological resources offered by the Western Quebec School Board.

**Technology Devices:** Laptops, computers, tablets, cellphones, phones, photocopiers, printers, robots, programming tools, Smart Boards, cameras, coding modules...

Technological Resources: Internet access, network (cable and wireless), software, cloud services (Office 365, Google for Education) ...

Unacceptable Activity: The use of technology devices or technological resources in an unauthorized context determined by this policy.

Unlawful Activity: The use of technology devices or technological resources in an unauthorized context determined by Laws and Regulations (includes criminal offences, contraventions of non-criminal regulatory federal and provincial statutes, and actions that make an authorized individual or an institution liable to a civil lawsuit.)

### **3- POLICY**

#### **3.1 Application**

This policy applies to all activities that require a technological device or technological resources offered by the Western Quebec School Board during regular hours and outside of regular hours.

#### **3.2 Use of Technology Devices and Technological Resources:**

Every user must use the technology devices or technological resources offered by the Western Quebec School Board primarily for the purpose of their job-related functions and for academic pursuits.

#### **3.3 Prohibited Activities**

Users are not authorized to participate in any activities that might damage the Western Quebec School Board's reputation. Such activities include, but are not limited to:

##### **3.3.1 Activities, unintentional or intentional, well-meaning or malicious, that compromise or threaten the Western Quebec School Board's technology resources. Some examples include, but are not limited to:**

- Mass mailings, whether within or outside the Western Quebec School Board
- Unauthorized applications that consume huge amounts of computer resources and Internet bandwidth, such as file-sharing programs.
- Denial-of-service attacks.
- Attempts to disguise network connections or network devices so they cannot be recognized.
- Attempts to bypass firewalls.
- Interference with Western Quebec School Board monitoring processes.
- Any activities that disable, or attempts to disable the network
- Any attempt to access restricted databases or to change information contained in these databases.
- Dissemination of Confidential Information
- Any other activities commonly referred to as 'hacking'.

##### **3.3.2 Harassment of any individual or group**

- Sexual Harassment
- Threats against any individual, group, organization or physical structure
- Ethnic, Racial, Religious, Sexual Orientation Slurs
- Statements that embarrass or humiliate any individual, group or organization

##### **3.3.3 Use of technology resources for Personal Gain**

- Conduct personal business
- Sell products and services online
- Promote political movements or campaigns

### **3.3.4 Identity Misrepresentation and Illegal Activity**

- Impersonating or using accounts other than your own
- Sharing or giving your password to other users
- Fraud
- Malicious use of social media
- Accessing, producing or distributing pornography

### **3.3.5 Any activities that conflict with the Western Quebec School Board policies or local, provincial, federal or international laws and regulations.**

## **4-INFRINGEMENT**

Any infringement on the stipulations of this policy, including infringement on the rules concerning confidentiality (Policy F-17 Code of Conduct for Employees and Volunteers) and security (Policy E-11 Information Security) may lead to the suspension of the privilege of access to the Western Quebec School Board technology devices and technological resources and to disciplinary measures.

## **5- MONITORING**

The Western Quebec School Board reserves the right to monitor the use of technology devices and technological resources.

## **6- LIMIT OF LIABILITY**

The Western Quebec School Board shall not be responsible for any information that may be lost, damaged or unavailable when using the technology devices or technological resources.

The Western Quebec School Board shall not be responsible for restoring any personally installed applications or data deemed as having no educational or administrative value.

The Western Quebec School Board reserves the right to reinitialize any devices or resources at its discretion.