



## AP 140 – COMPUTER / ONLINE SERVICES RESPONSIBLE USE

### BACKGROUND

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Saskatoon Public Schools believes that the use of technology provides an opportunity for relevant and challenging life-long learning. Technology plays a role in all facets of Saskatoon Public Schools, from curriculum and instruction to facilities and operations.

The use of technology at Saskatoon Public Schools is predicated on the principles of responsible use and digital citizenship, guided by the Saskatchewan Ministry of Education’s “Digital Citizenship in Education in Saskatchewan Schools” policy planning guide.<sup>1</sup> (2015). The internet is vast and continually evolving, and with responsible use, offers countless learning opportunities. To help facilitate, Saskatoon Public Schools will continually affiliate with leading online educational resources that will ensure seamless access for users. This provides the opportunity for scaffolded online learning opportunities in a moderated fashion.

### GUIDELINES

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The board has provided all students and staff with individualized accounts and passwords to access computer and online services in support of instructional and administrative activities.

All student and staff accounts are automatically created and managed with the Human Resources and Student Information management systems. Only employees, with the exception of casual employees, are provided with both systems access and board email accounts.

Staff, students and stakeholders are advised that any matter created, received, stored in or sent from the division’s network or Email system is not necessarily private and all material is subject to the LAFOIPP legislation of Saskatchewan.<sup>2</sup> The Director or designate reserves the right to access any files to determine whether or not an employee or student is utilizing the network appropriately and within the guidelines found in this procedure.

### PROCEDURES

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1. Responsible use of computing technology, networks, and online services include:
  - 1.1. Learning activities that support instructional objectives;
  - 1.2. Operational activities that are components of a user’s day-to-day work;
  - 1.3. Research supporting educational programs sponsored by the Division;
  - 1.4. Communications between staff, students, parents and others outside of the division containing messages or information, the content of which is not in conflict with board policies and board procedures;
  - 1.5. The use of affiliated online resources, where the individualized Saskatoon Public Schools’ account and password is used to authenticate, is preferred. Recognizing the diversity of resources available online, use of non-affiliated resources and/or personal accounts should

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<sup>1</sup> <http://publications.gov.sk.ca/documents/11/83322-DC%20Guide%20-%20ENGLISH%202.pdf>

<sup>2</sup> <http://saskschoolsprivacy.com/central-administration/central-administration-summary/lafoipp-overview/>



- be in consultation with Saskatoon Public Schools' Education Technology/Information Technology for best practices;
2. Irresponsible use of computing technology, networks, or online services, specifically includes but is not limited to the following:
    - 2.1. Damaging or altering the operation of the Division's computer network services, or interfering with other users' ability to use these services or other external network services;
    - 2.2. Creating or distributing communications, materials, information, data or images reasonably regarded as threatening, abusive, harassing, discriminatory, obscene, or in violation of or inconsistent with any board policy or administrative procedure;
    - 2.3. Infringing on the rights or liberties of others; using profane or harassing language intending to offend or insult others;
    - 2.4. Illegal or criminal use;
    - 2.5. Causing or permitting materials protected by copyright trademark, service mark, trade name, trade secret, confidentiality or proprietary data, or communications of another, to be uploaded to a computer or information system, published, broadcast, or in any way disseminated without authorization from the owner;
    - 2.6. Use of any hardware, software or services that may pose risk to Saskatoon Public Schools, violate licensing, or is contrary to any board procedures;
    - 2.7. Granting access to division computers, networks, and online services to individuals not authorized by the board either by intentional conduct such as disclosing passwords or by unintentional conduct such as failing to log off;
    - 2.8. Conducting commercial, profit-motivated, or partisan political activities not related to board programs;
    - 2.9. Interfering with other users' ability to use division computing technology, networks, and online services including attempting to read, delete, copy, modify, or forge information contained in the files of other users;
    - 2.10. Promoting the use of drugs or alcohol; or unethical practices that violate law or board policy;
    - 2.11. Disclosing information to individuals or organizations with no written or formal authority to possess such information;
    - 2.12. Accessing data or equipment to which the user does not have authority;
    - 2.13. Storing confidential material with third parties not affiliated with Saskatoon Public Schools or on personally-owned devices that are not registered/vetted by the board;
    - 2.14. Forwarding or redirecting division files, email or communication to third parties not affiliated with Saskatoon Public Schools.
    - 2.15. School division email addresses are provided solely for work-related communication. Employees must refrain from using these addresses for personal reasons.
    - 2.16. Personal communications, unrelated to official employee duties, should be conducted through personally-owned email accounts.



### Outcomes of Unacceptable Use

1. Users in violation of this administrative procedure will be subject to a disciplinary process that may include:
  - 1.1. removal of system access and privileges;
  - 1.2. discipline, suspension, expulsion/termination;
  - 1.3. recovery of cost of damage to data or equipment;
2. Where there are reasonable and probable grounds to believe that a user has used technology, networks, and/or online services for criminal or illegal purposes, this will be reported to the appropriate authorities.

### Procedural Exceptions

#### 1. Access for Student Interns

Student Intern lists are provided to the Information Systems department for the creation of accounts at the commencement of school activity. Interns will be granted systems access emails and full email capabilities for communicating with parents. Expectation is that all external email by interns should copy the classroom teacher.

#### 2. Access for External Agencies

All individuals or agencies working in division facilities and requiring systems access for communication purposes must complete and submit to the Chief Technology Officer, Information Systems, the “External Agency/Individual Computer/Network Authorization Form”<sup>3</sup>. They will also be required to abide by the guidelines outlined in this administrative procedure.

#### 3. Authorization for Exceptions to the Above Procedure

All other requests for exemptions from the above outlined procedures must be presented in writing to the Chief Technology Officer.

Reference:

Date Last Revised: August, 2024

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<https://portal.spsd.sk.ca/sites/ist/techhowtos/Documents/Forms/AllItems.aspx?RootFolder=%2Fsites%2Fist%2Ftechhowtos%2FDocuments%2FAdmin%20Procedures%2C%20Guidelines%20and%20Forms&FolderCTID=0x012000BF987EA077FDD04097FE016FB66289D6>