**GUIDELINES AND PROCEDURES**

Employees of Rocky View Schools (RVS) have the opportunity to access RVS Information Technology (IT) Resources (software, hardware, network, e-mail, and Internet) to enhance learning for students and/or to facilitate work activities. This agreement shall be executed upon commencement of employment, and reaffirmed each September as required by Technology Services. All users shall adhere to the following standards of responsible use when accessing RVS’ IT Resources on a RVS-owned or personal electronic device for educational or business purposes. As outlined in Administrative Procedure 140, RVS’ reserves the right to access, audit, monitor, suspend and/or deny the use of all supplied IT Resources and the information stored on same, without prior notice to the user, to maintain the integrity of the system and to ensure responsible use. By executing this agreement, the signatory confirms that he or she has done so. Inappropriate use will result in disciplinary action.

**Responsible Use**

* I will follow all administrative procedures regarding responsible use of IT Resources listed in RVS’ Procedure Manual – *AP 140 Responsible Use of Technology.*
* I will take full responsibility for, and respectfully use, all IT Resources available to me.
* I will take responsibility for my actions when viewing and posting information and images online; I will  not distribute inappropriate content.
* I will treat others with respect and use appropriate language and images when communicating with  others.
* I will only use IT Resources for educational and business activities directly related to RVS.
* I will abide by copyright laws and use correct citation of my information sources.
* I will only use my own account and electronic data; I will not grant sharing permission to another user.
* I will use IT equipment, bandwidth, and file space responsibly.
* I will keep my password confidential and will report to Information Technology if my password is  breached or compromised in any way.
* I will not use my RVS email address to sign up for any online site not authorized by RVS.
* I understand I am responsible for any actions performed on the computer while I am logged on,  therefore, I will always log out when finished on the computer or when I am away from the workstation.

**Safe Use**

* I will keep my personal information secure.
* I will help maintain a safe computing environment by reporting any inappropriate material, security, or  network problems to Information Technology.
* I understand the division uses a web filter to safeguard students and staff from inappropriate content, but that it may not always be possible to block inappropriate content.
* I understand not all information on the Internet is true and accurate, therefore I will learn to assess the information that I find.

**Appropriate Use**

* I will obtain written permission of the individual(s) involved before photographing, videoing, publishing, sending, or displaying their information in a public online environment.
* I will obtain written permission from individual(s) before downloading and redistributing assets from one of RVS’ secured online environments, i.e. blogs, students portfolios, etc.
* I will use IT resources and equipment in a positive manner so as to not disturb system performance and/or breach security standards.
* I will not attempt to circumvent system security or gain unauthorized access to any local or network resources.
* I will not use any RVS’ IT resources for political lobbying, product advertising, personal profit, or private business.
* I will only download, save, or install either full or portions of any software, music, movies, and images in accordance with RVS’ standards and copyright laws.

**Reliability**

* I understand IT does its best to ensure the availability and reliability of RVS’ IT resources; however, I also understand IT resources may be unavailable at times due to extenuating circumstances.
* I understand Network Administrators may review files and communications to maintain integrity of the system and to ensure responsible use.

**Personally-Owned Devices**

Individuals may use their own personal electronic devices to connect to RVS’ IT Resources. When using a personal mobile device, all of the above conditions apply, in addition to the following:

* I realize that by registering/using my personal device on RVS’ network, the device can be monitored and my computing activities can be traced back to me.
* I will ensure my personal device is equipped with current virus protection software if supported by the device.
* I will turn off all peer-to-peer sharing (music/video/gaming) software or web-hosting services on my device while connected to RVS’ network.
* I will use my personal electronic device appropriately during class/business time. During non- instructional/non-work times, trustees and employees may use their personal electronic devices provided they adhere to the expectations of this agreement.
* I understand the security, care, connectivity, and maintenance of my device is my responsibility.
* I understand RVS is not responsible for the loss, theft, or damage of my device.
* I understand technical support for my personal electronic devices is my responsibility.

***Please complete and return to the school office.***

**EMPLOYEE RESPONSIBLE USE and ONGOING CONSENT AGREEMENT**

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| --- |
| **RVS Employee Name** *(print):*       |
| **EMPLOYEES’ RESPONSIBLE USE**I have read, understand, and will abide by the provisions and conditions of RVS’ Responsible Technology Use Agreement. I understand the inappropriate use of IT Resources (software, hardware, network, and Internet) may result in suspension, cancellation of access privileges, and/or disciplinary/legal action. I understand that when I am using the Internet I must adhere to all rules of courtesy, etiquette and laws regarding access and copying of information as prescribed by International, Federal, Provincial or Municipal laws and the policies and regulations of the Division.  |
| **RVS Employee Signature:** | Date: |

*Reference:*

* AP140 Responsible Use of Technology