

**School Network Access and Use
Procedures**

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1.0 Technology Use

- 1.1 The board and schools shall ensure that technology resources required to deliver the *Public School Program* are made available to all students and teachers.
- 1.2 Staff will promote the ethical use of technology resources and will provide guidance, support, supervision, and instruction to students as they access educational resources.
- 1.3 Prior to accessing board technology resources all staff, board members and community members who will be using school technology resources must submit a signed user agreement.
- 1.4 All technology users shall ensure the proper care of board technology resources.
- 1.5 Under the *Freedom of Information and Protection of Privacy Act (FOIPOP)*, all electronic documents are subject to a FOIPOP request.
- 1.6 At no time will board technology be used for individual commercial purposes or personal financial gain. The Halifax Regional School Board retains ownership, control and copyright over anything created, composed or otherwise developed using board technology resources unless specifically waived or transferred in writing. All requests for waivers or transfer of ownership should be made through an employee's immediate supervisor who will then forward the request to the Superintendent for approval.
- 1.7 The board assumes no liability for any direct or indirect damages arising from the user's connection to the internet. The board is not responsible for the accuracy of information found on the internet and only facilitates access and dissemination of information through its systems.

2.0 Monitoring and Confidentiality

- 2.1 The e-mail systems and network services used at the Halifax Regional School Board are owned by the Board, and are therefore its property. As such, the Halifax Regional School Board may monitor any and all e-mail traffic passing through its e-mail system. Staff will not actively read end-user e-mail. However, e-mail messages may be inadvertently read by IT staff during the normal course of managing the e-mail system.
- 2.2 Backup copies of e-mail messages may exist, despite end-user deletion.
- 2.3 Ensure appropriate content and contacts when communicating confidential or sensitive information via e-mail. All e-mail messages sent outside of the Halifax Regional School Board become the property of the receiver. Under the *Freedom of Information and Protection of Privacy Act* all electronic communications are subject to FOIPOP requests.

3.0 Reporting Misuse

- 3.1 Any allegations of misuse of technology should be promptly reported to the employee's immediate supervisor, who will forward the report to the Coordinator, Information Technology.

- 3.2 If you receive an offensive e-mail, do not forward, delete, or reply to the message. Instead, report it directly to the individual named above.
- 3.3 Allegations of breach of privacy must be reported as per the HRSB Privacy Breach protocol.

4.0 Disclaimer

- 4.1 The Halifax Regional School Board assumes no liability for direct and/or indirect damages arising from any use of the Halifax Regional School Board's e-mail system and services. Users are solely responsible for the content they disseminate. The Halifax Regional School Board is not responsible for any third-party claim, demand, or damage arising out of using the Halifax Regional School Board's e-mail systems or services.

5.0 Failure to Comply

- 5.1 Violations of the Provincial School Network Access and Use Policy will be treated like other allegations of wrongdoing at the Halifax Regional School Board. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for inappropriate use on the Halifax Regional School Board's e-mail systems and services may include, but are not limited to, one or more of the following:
 - 5.1.1 Temporary or permanent revocation of e-mail access;
 - 5.1.2 Disciplinary action according to the applicable Halifax Regional School Board policies;
 - 5.1.3 Termination of employment; and/or
 - 5.1.4 Legal action according to applicable laws and contractual agreements.

6.0 HRSB Emails

- 6.1 E-mail is an important mechanism for communication at the Halifax Regional School Board. However, use of Halifax Regional School Board's electronic mail systems and services are a privilege, not a right, and therefore must be used with respect and in accordance with the goals and policies of the Halifax Regional School Board.

- 6.2 Account Activation/Termination

Access to e-mail accounts at the Halifax Regional School Board is controlled through individual accounts and passwords. Each user of the Board's e-mail system will be required to read and sign a copy of this School Network and Use Procedure prior to receiving an e-mail access account and password.

It is the responsibility of the employee to protect the confidentiality of their account and password information.

All employees of the Halifax Regional School Board are entitled to an e-mail account. E-mail accounts may be granted to third party non-employees on a case-by-case basis. Possible non-employees that may be eligible for access include:

- Contractors.
- Temporary employees.

Applications for these temporary accounts must be submitted in writing to the Coordinator, Information Technology by the Director of the department.

E-mail access will be terminated when the employee or third party terminates their association with the Halifax Regional School Board, unless other arrangements are made. The Halifax Regional School Board is under no obligation to store or forward the contents of an individual's e-mail inbox/outbox after the term of their employment has ceased.

- 6.3 General Expectations of HRSB staff

Important official communications are often delivered via e-mail. As a result, employees of the Halifax

Regional School Board with e-mail accounts are expected to check their e-mail in a consistent and timely manner during regular hours of work so that they are aware of important announcements and updates, as well as for fulfilling business- and role- oriented tasks.

Unless an employee is away from the office for an extended period of time, every effort will be made to acknowledge or respond to incoming e-mail within two working days.

E-mail users are responsible for mailbox management, including organization and cleaning. If a user subscribes to a mailing list, he or she must also be aware of how to un-subscribe their e-mail address from the list, and is responsible for doing so in the event that their e-mail address changes.

E-mail users are also expected to comply with normal standards of professional and personal courtesy and conduct. E-mail use at the Halifax Regional School Board will comply with all applicable laws, including Board and Provincial policies and procedures.

Appropriate Uses of e-mail include:

- Communicating with fellow employees, schools, business partners of the Halifax Regional School Board, and clients within the context of an individual's assigned responsibilities.
- Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities.
- Participating in educational or professional development activities.

In addition to requirements defined through the Provincial School Network Access and Use Policy, inappropriate uses of e-mail include:

- Viewing, copying, altering, or deletion of e-mail accounts or files belonging to the Halifax Regional School Board or another individual without authorized permission.
- Sending of unreasonably large e-mail attachments. The total size of an individual e-mail message sent (including attachment) should be 20mb or less.
- Opening e-mail attachments from unknown or unsigned sources. Attachments are the primary source of computer viruses and should be treated with utmost caution.
- Sharing e-mail account passwords with another person, or attempting to obtain another person's e-mail account password. E-mail accounts are only to be used by the registered user.
- Excessive personal use of the Halifax Regional School Board e-mail resources. The Halifax Regional School Board allows limited personal use for communication with family and friends, independent learning, and public service so long as it does not interfere with staff productivity, pre-empt any business activity, or consume more than a trivial amount of resources. The Halifax Regional School Board prohibits personal use of its e-mail systems and services for unsolicited mass mailings, non-Halifax Regional School Board commercial activity, political campaigning, dissemination of chain letters, and use by non-employees.

Appendix A **Definitions**

For the purposes of these procedures:

Electronic Systems are websites, email, blogs, wikis and online chat.

Internet is any electronic communications system that connects computers all over the world through the World Wide Web and which any user may retrieve or share information, including email accounts and online chat.

Technology is the internet, infrastructure and equipment such as desktop and laptop computers, tablets, printers, and scanners.

Appendix B

User Agreement

I have read and understand the:

- Provincial School Network Access and Use Policy accessible here:
(<https://www.ednet.ns.ca/docs/networkaccessandusepolicy.pdf>)
- HRSB School Network Access and Use Procedures

I understand if I violate the rules explained herein, I may face legal or disciplinary action according to applicable laws and policies of the Halifax Regional School Board.

Name (please print): _____

Signature: _____

Date: _____