

**SCHOOL DISTRICT NO. 48 (SEA TO SKY)  
REGULATION SERIES 600 - EDUCATIONAL PROGRAM**

**604                    INSTRUCTIONAL RESOURCES  
& SUPPORT  
R604.3                Acceptable Use of Information  
                              And Communications Technology**

**Background:**

School District No.48 provides access to Information and Communications Technology (ICT), which includes computer equipment, communications equipment, software, servers, portals, e-mail, the Internet and WIFI access, as well as access to centralized and networked digital storage for the purposes of supporting the education of students and to conduct District business.

The following outlines the expectations for use of the School District's ICT.

**General Expectations:**

1. District ICT shall only be used by current staff and currently enrolled students. Exceptions must be approved by the District Network Manager through the Director of Instruction.
2. Users of District ICT are expected to conduct themselves in a legal, appropriate, ethical, respectful, and responsible manner, as they would in any other environment where your behaviour impacts others and reflects upon School District No. 48.
3. Users of District ICT are expected to follow copyright laws and Freedom of Information and Protection of Privacy Act (FIPPA) requirements, Canadian Anti-Spam Legislation (CASL) cite sources and attribute material to its proper owner when conducting research.
4. Users of District ICT are responsible for all of the activity in their accounts, for protecting their passwords, and for logging off when away from their District devices.
5. Users of District ICT are expected to protect the integrity of the ICT and inform the appropriate person or authority immediately if aware of any threat or security risk.
6. Users of District ICT are expected to stay within the limits of their server allotments, and to avoid activities during instructional time that place a heavy load on the system.
7. Users of District ICT do so with the understanding that the School District will not be responsible for loss of personal information resulting from system failure.
8. District ICT accounts and systems are the property of the School District, and the contents may be inspected at any time.
9. These expectations apply regardless of where the District ICT user is accessing the system.

**Procedures:**

- Each principal or site supervisor will make available to its students, parents, and staff the SD No. 48 Technology Plan, share the Acceptable Use Policy, and post the "Dos and Do Not's" with every computer lab, and will ensure the annual completion of parent and student SD No. 48 Acceptable Use Forms.
- Principals will ensure that teachers review the General Expectations for District ICT prior to allowing access to the ICT
- Employees must read and sign an Acceptable Use Form at the time of hiring.