

Guidelines and Procedures

Guests of Rocky View Schools (RVS) have the opportunity to access divisional Information Technology (IT) Resources (the “Services”) including select software, hardware, network, and internet/Wi-Fi to facilitate educational objectives. The purpose of these guidelines is to foster the independent use of the network and supplied divisional devices, subject to compliance with procedures and standards for appropriate network behaviour and communication. All users shall adhere to the following standards of responsible use when accessing the Services on a division-owned or personal electronic device for educational purposes. RVS reserves the right to access, audit, monitor, suspend and/or deny the use of all Services, without prior notice to the user, to maintain the integrity of the system and to ensure responsible use; inappropriate use may result in disciplinary action.

Statement of Responsible Use

- I will follow all administrative procedures regarding responsible use of IT Resources stipulated in *AP140 Acceptable Use of Technology Procedure* and the guidelines stated in the RVS Terms of Service (“TOS”).
- 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 the Services 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 the IT Service Desk if my password is breached or compromised in any way.
- 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.

Statement of Safe Use

- I will keep my personal information secure.
- I will help maintain a safe computing environment by reporting any inappropriate messages, material, security, or network problems to my child’s school administrator.
- I understand the division uses a web filter to safeguard against inappropriate content, but that it may not always be possible to block inappropriate content.

Statement of Appropriate Use

- I understand that use of the Services is restricted to only those users that have been issued an authentic username and password by the RVS Technology for Learning Branch.

- I understand that I may not move, repair, reconfigure, modify or attach unauthorized external devices to RVS networks.
- I will obtain permission of any RVS related individual(s) involved before photographing, videoing, publishing, sending, or displaying their information online in accordance with AP320 - Student Records and AP185 - Records Management. For guest users, a copy would be retained as part of the Division's corporate file.
- I will obtain permission of any RVS related individual(s) when sharing commonly created electronic data in accordance with AP320 - Student Records and AP185 - Records Management. For guest users, a copy would be retained as part of the Division's corporate file.
- I will use the Services in a positive manner so as, not to 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 IT resources for mass emailing, promotions/solicitation, product advertising, personal profit, or private business.
- I will not download, save, or install either full or portions of any music, movies, and images in accordance with RVS' standards and copyright laws.

Statement of System Limitations and Monitoring

- I understand teachers and technicians do their 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.

Statement Regarding Personally-Owned Devices

Individuals may use their own personal electronic devices to connect to RVS' IT Resources. When using a personal mobile device, all 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, VPN, 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.



Responsible Use of Technology Users other than Students and Employees

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Please complete and return to Supervisor and Department File

USER RESPONSIBLE USE ACKNOWLEDGEMENT

Full Name (print):	RVS Sponsor Name:
Personal Email Address:	Work Site Location:
<p>I have read, I understand, and I will abide by the Rocky View Schools' Responsible Use of Technology Procedure (AP140) and RVS' Terms of Service. I realize that violation of these provisions may result in loss of use of network privileges, as well as possible disciplinary actions. This may include, but is not limited to, revocation or suspension of network privileges and/or appropriate 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.</p>	
Signature:	Date:

Check All Services to be Activated for Student Teachers:

Educational Applications	Business Applications for Outside Vendors
Please check: <input type="checkbox"/> Wireless Access <input type="checkbox"/> Google App Domain (rvschools.ab.ca) <input type="checkbox"/> myBlueprint <input type="checkbox"/> Moodle <input type="checkbox"/> Printing <input type="checkbox"/> Other – please explain:	Business Applications Requested: Purpose:
End date of services: <i>(date must be provided)</i>	
Administrator Signature:	Date:

Reference:

- AP140 - Acceptable Use of Technology
- AP320 - Student Records
- AP185 - Records Management
- [RVS Privacy Policy](#)
- [RVS Terms of Service](#)