# GUIDELINES AND PROCEDURES

Trustees and 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/appointment. All users shall adhere to the following standards of responsible use when accessing RVS’ IT Resources on an RVS-owned or personal electronic device for educational or business purposes.

As outlined in Administrative Procedure AP140 - Responsible Use of Technology and the RVS Terms of Service (“TOS”) posted on RVS’ public website; 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.

# Statement of Responsible Use:

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* I will follow all administrative procedures regarding responsible use of IT Resources stipulated in *AP140 Responsible Use of Technology Procedure* and the guidelines stated in the RVS Terms of Service (“TOS”) posted on RVS’ public website and which may be updated from time to time.
* 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 the IT Service Desk 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 or computing technology while I am logged on, therefore, I will always log out when finished 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 material, security, or network problems to the IT Service Desk.
* 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.

# Statement of 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 in accordance with AP320 - Student Records and AP185 - Records Management. For a staff member or trustee, a copy would be retained in their Personnel file.
* I will obtain written permission from individual(s) before downloading and redistributing assets from one of RVS’ secured online environments, i.e. blogs, student portfolios, etc. in accordance with AP320 - Student Records and AP185 - Records Management. For a staff member or trustee, a copy would be retained in their Personnel file.
* I will use IT resources and equipment 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 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.

# Statement of System Limitations and Monitoring

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* 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.

# 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.

***Please complete and return to the Human Resources department at Rocky View Schools’ Education Centre.***

**TRUSTEE & EMPLOYEE RESPONSIBLE USE ACKNOWLEDGEMENT**

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| **RVS Employee / Trustee Name** *(print):* | |
| I have read, understand, and will abide by the RVS’ Responsible Use of Technology Agreement (AP140) and RVS’ Terms of Service. 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. | |
| **Signature:** | Date: |

*Reference:*

* AP140 - Responsible Use of Technology
* AP320 - Student Records
* AP185 - Records Management
* [RVS Privacy Policy](https://www.rockyview.ab.ca/privacy_policy)
* [RVS Terms of Service](https://www.rockyview.ab.ca/terms_of_service)