

AP 417 – Information and Communication Services

Background

Access and use of information and communication services (ICS) are an integral component of the learning and working environment. The ability for students, staff, parents and the larger community to access information to learn and communicate is enhanced by the provision of such services. This procedure shall govern the use of all information communication services and devices.

Procedures

1. Definition:
 - 1.1 Information and Communication Services (ICS) refers to all computer and computer-related hardware, software, the local and wide area networks and servers, peripherals, handheld devices, all digital communication devices and iOS. Internet access and communication tools are provided by the Board to students, employees, contractors and others.
2. Access and Usage
 - 2.1 Access to systems is granted by the District, access to ICS is a privilege, not a right. Staff, students, parents, and educational partners using ICS resources are therefore expected to do so in a responsible, ethical manner in observance of the school district's intentions set out in this procedure.
 - 2.2 Public and guest wireless access will be provided only after accepting the online terms of use agreement. Non-district peripheral, mobile or personal devices must not interfere with the function of the network or its security.
 - 2.3 Personal computers and handheld devices must be registered at work sites either digitally or by signed contract verifying acceptance of these guidelines.
 - 2.4 The district reserves the right to inspect and remove electronic devices connected to ICS networks for inappropriate use or for files or software that threaten the operation of the network.
3. Security and Safety
 - 3.1 Authorized users must conduct themselves in a safe, ethical manner that does not compromise the security of the networks either through sharing user information to enable access or by employing programs or devices to infect or destroy the stability of the ICS systems.
 - 3.2 Access to offensive material will be limited by employing commercial web filtering systems. The district may revoke access privileges of students who use the ICS to access inappropriate materials.

4. Liabilities

- 4.1 The Abbotsford School District does not warrant that the functions or services performed, or that the information or software contained on the ICS will meet the ICS user's requirements, that the ICS will be uninterrupted and error-free, or that defects will be corrected. The ICS is provided on an "as is, as available" basis, and the district does not make any assurance on any services provided by ICS and any information or software contained therein. Users are encouraged to back up personal data to external devices and to save electronic correspondence to a personal computer or external storage device to prevent data loss.
- 4.2 The Abbotsford School District assumes no responsibility or liability either directly or indirectly for any personal use or personal cost which are incurred when using the ICS. The opinions, advice, services and all other information expressed by ICS users, information providers, service providers or other third party individuals in the District's ICS and on the Internet are those of the information providers and not the Abbotsford School District.
- 4.3 The Abbotsford School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Board will not be responsible for any damages users may suffer. This includes, but is not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the district's own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's risk. The Abbotsford School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

5. Privacy and Confidentiality

- 5.1 Users are expected to respect all guidelines from the "[Freedom of Information and Protection of Privacy Act](#)" to ensure that personal information is not compromised in public areas.
 - 5.2 The use of the ICS, including Internet access, is neither private nor confidential and may be tracked or archived. Use of the ICS, including the Internet, by any individual may be monitored or reviewed by the Superintendent (or designate) without prior notice if there are reasonable grounds.
 - 5.3 The Superintendent (or designate) may remove locally posted communication that is unacceptable. ICS users cannot copy or post messages to public areas without the consent of the user and complying with content guidelines of this procedure.
6. In accordance with the provincial "[Freedom of Information and Protection of Privacy Act](#)" the Abbotsford School District will not intentionally inspect the contents of users' e-mail, or disclose the contents to anyone other than the sender, or intended recipient, without the consent of the sender or intended recipient, unless required to do so by law or the policies of the Board.

Appendices: [AP 417-1 Information and Communications Services Access](#)
[AP 417-2 Information and Communications Services User Agreement](#)
[AP 417-3 Personal Computer or Handheld Device \(BYOD\) Contract](#)
[AP 417-4 Employee Confidentiality Understanding](#)

Reference: AP 323 – Handheld Devices
AP 334 – Social Media – Students and Parents
AP 401 – Social Media - Employees

AP 417-1 Information and Communications Services Access

The School District provides access to computers, software, networks, electronic systems and access to the Internet (collectively referred to as the 'System') for a very specific and limited purpose. It is intended for educational and/or research purposes and for conducting valid School District business. The following terms and conditions for computer and internet users represent a condensed version of [AP 417 – Information and Communication Services](#).

Terms and Conditions

1. Access to the System
 - 1.1 Access to the System is a privilege, not a right.
 - 1.2 Access is made available only after all applicable parties sign the Information and Communications Services Access User Agreement form ([AP 417-2](#))
 - 1.3 Access under this procedure relates to wired, wireless and mobile networks accessed from school property.
2. Expectations – System users are expected to:
 - 2.1 Be polite and use appropriate language (do not swear, use vulgarities or profanities, or any other inappropriate language that would normally be against the School District's Code of Conduct and local school rules);
 - 2.2 Obey all copyright laws and any terms and conditions when copying or transferring electronic data;
 - 2.3 Follow School District guidelines and obtain permission from the appropriate authority before publishing any web pages that represent the School Board and its staff and students;
 - 2.4 Not reveal your passwords (except where appropriate to conduct School District business) or your personal information such as your address, phone number(s), or age of yourself, students or colleagues.
3. Prohibited Use – Examples of prohibited conduct include:
 - 3.1 Forging documents or messages by assuming another identity is prohibited;
 - 3.2 Deliberately accessing or publishing illegal and objectionable material including, but not limited to, websites containing pornography, hate literature, criminal skills and transmitting materials in violation of Canadian laws;
 - 3.3 Transmit or post threatening, abusive, illegal, commercial, or political materials as defined by [AP 417, 'Information and Communication Services'](#);

- 3.4 Vandalizing or breaching the security of the System;
 - 3.5 Participating in online gambling sites during the school day or installing unlicensed software on district devices is not appropriate.
4. Liabilities
- 4.1 The district assumes no responsibility or liability for any personal memberships or charges arising out of, either directly or indirectly, the actions or inaction of sellers.
 - 4.2 The district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages users may suffer including, but not limited to, the loss of data.
 - 4.3 The opinions, advice, services, and all other information expressed by System users, information providers, or other third party individual in the System and on the Internet are those of the information providers and not the district.
5. Privacy and Confidentiality
- 5.1 Use of the System, including Internet access, is neither private nor confidential and may be tracked or archived. The district reserves the right to access any files on the System in case of misuse, suspicion of misuse, or any other activities in violation of [AP 417 – Information and Communication Services](#), or law. Use of the System may be monitored or reviewed by the Director of IT or designate without prior notice if there are reasonable grounds.

AP 417-2 Information and Communications Services User Agreement

I understand and will abide by the terms and conditions of the Information and Communications Services User Agreement. I further understand that any violation of these terms and conditions will be subject to the disciplinary codes set out by the Abbotsford School District and will be handled in accordance with those codes. Depending on the severity of the violation, discipline could lead to suspension of computer privileges, suspension or expulsion from school. The appropriate legal authorities will be contacted if there is any suspicion of illegal activity.

(please print)

First Name: _____ Last Name: _____

School (if student) or Position (if employee): _____

Date: _____ Signature: _____

PARENT/GUARDIAN AGREEMENT

If the user is a student and is under the age of 19, a parent or guardian must also read and sign this agreement.

As the parent or guardian of the user named above, I have read this agreement. I have also taken reasonable steps to ensure that the child named above understands the terms and conditions of this agreement. I understand that access to the System is designed for educational purposes and that there are limitations on the use of the System. I recognize that, although the Abbotsford School District has taken reasonable measures to limit access to objectionable and illegal materials, the school district cannot guarantee that 100% of materials accessed via the Internet, either intentionally or unintentionally, will not include offensive or illegal content.

I hereby give permission for the child named above to access the System and certify that the information contained on this form is correct.

(please print)

First Name: _____ Last Name: _____

Relationship to student: _____

Date: _____ Signature: _____

AP 417-3 Personal Computer or Handheld Device (BYOD) Contract

The Abbotsford School District reserves the right to require that all personal electronic devices including computers and handheld devices be subject to the same consideration as district equipment in terms of appropriate use. Devices used on a regular basis within school buildings must be registered online or with the school office as outlined below to permit school use. All equipment is required to have a current version of antivirus software and other security software installed where appropriate.

It is understood that the district has no liability for either the operation of the device or restoration of data stored on it while on district property. In the case of student use of these devices, uses are subject to district, school and class expectations as well as [AP 417 – Information and Communication Services](#). School district officials reserve the right to access all files and content on personal devices used on district networks to check for inappropriate use. The district is not responsible for any loss or damage to data during this process. Misuse of devices will result in their removal from school networks and a request to remove the devices from school property.

It is recommended that personal, electronic devices used on school property be covered under personal insurance.

Name of User: _____

Type of Device: _____

Serial Number: _____

School and or District Location: _____

Access Requested (i.e.; wireless, printer, etc.) _____

AP 417-4 Employee Confidentiality Understanding

NAME: _____ POSITION: _____

A public body must protect personal information in its custody or under its control by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal. Personal information is any information that is about an identifiable individual excluding their contact information. All individuals with access to records, documents or information (in whatever format, i.e. hard copy, verbal, electronic, etc.), which contain personal or confidential information, are responsible for maintaining the integrity and confidentiality of those records.

A person who contravenes Section 30.4 (unauthorized disclosure) of the [Freedom of Information and Protection of Privacy Act](#), commits an offence.

Employees have a legal duty not to disclose confidential information belonging to the employer. Confidential records are created with an expectation that they will not be disclosed to anyone outside of the Abbotsford School District except those persons who require the records for a legitimate purpose. Confidential records include records containing information about student information, employee information, District information that are meant to be used internally and only disclosed in very limited purposes.

Individuals who have access to personal or confidential information are:

1. Not to make or permit unauthorized access to personal or confidential information in print or electronic format (e.g. telephone lists, class lists, files, forms, information available through electronic student information systems, etc.)
2. Not to make or permit unauthorized access by sharing passwords to secure computer networks, student information systems or district email accounts.
3. Not to release personal or confidential information to any person except authorized employees, as authorized by their supervisor(s) and/or required for their position's responsibilities, (e.g. student information system, G4 files, telephone lists, class lists, forms, etc.);
4. Not to make unauthorized use of personal or confidential information, which has come to them in the conduct of their school district duties;
5. Not to remove any official record from the office where it is kept except in the performance of their duties (this includes originals and photocopies of any documents);

- 6. To properly dispose of (shred) personal or confidential documents in a timely manner once redundant.

Please sign the statement below.

I have read and understood and will adhere to the above.

I have successfully completed the student information system FOIPPA Assessment (if applicable).

Name (Please print)

Signature

Date

Witness (Please print)

Signature

Date

Please forward signed copy to HR