# Palliser Logo 2011, vector image w white background in circlePALLISER SCHOOL DIVISION

***Networked Information Services***

***And Technology Staff User Agreement***

## RATIONALE

Alberta Education has identified Information Technology as one of the priorities for student learning. This is expressed in the K-12 Information and Communications Technology Outcomes curriculum, the Alberta Commission on Learning recommendations and the significant investment in provincial infrastructure (e.g., Supernet and online services).

The Board recognizes, and indeed expects, that employees will incorporate information technologies into their teaching and work through using such technologies to share ideas, locate and transmit information, and communicate with others. The Board believes in the educational value of such electronic services and their potential in creating success for all learners by enabling global communications, shared resources, collaboration and innovation. As such, the Board expects that all employees will continue to learn and expand the appropriate use of telecommunications tools in the normal performance of their duties. Furthermore, the Board expects staff to use computer technologies in a manner that supports a safe and caring learning environment, as well as in a manner that builds character and develops citizenship.

The appropriate and effective use of information technologies is an important component of learning and teaching to best prepare Palliser students in learning through the use of contemporary processes and learning outcomes.

***STAFF RESPONSIBILITIES***

1. The Board expects educators to meet the requirements of Alberta Education through integrating the learner outcomes as described in the Alberta Program of Studies and the Learning and Technology Policy Framework.
2. The Board encourages staff to make use of electronic communications systems to teach, explore educational topics, develop curriculum plans, locate instructional resources, conduct research and communicate with others in the educational world.
3. Staff are responsible for reading and complying with electronic communications sent to them from time to time by the Board or members of its administration
4. The network is provided for the use of staff and students in order to support educational activities and to communicate with each other. Staff is expected to follow general rules and standards for professional behaviour and conduct in all computer use, as in any other activity. Communication in the electronic medium is frequently public in nature. Be aware that electronic communications such as e-mail are not guaranteed to be private.
5. In the interest of protecting district equipment and networks, staff and students are limited to connecting non-Palliser hardware to the school and district networks via Palliser's managed guest wireless network.  All other means of connecting non-Palliser devices to school or district networks is strictly prohibited without prior authorization from the office of the Associate Superintendent of Learning Services
6. The Palliser School Division may review files and communications to maintain system integrity during maintenance and/or diagnostics. While incidental and occasional personal use of such systems, including e-mail and voice mail, is understood, personal communications and files transmitted over or stored on district systems are not treated differently from educational communications. There can be no guarantee that such communications will remain private or confidential.
7. The following behaviours by staff are not permitted on division networks:
   1. Using another user’s password or account;
   2. Sharing confidential information about students or employees until/unless appropriate encryption standards are in place;
   3. Sending, purposefully retrieving or displaying offensive messages or graphics;’
   4. Mounting inappropriate, offensive or obscene materials as part of a webpage, including but not limited to links to other websites/pages that may contain similar material;
   5. Using obscene language;
   6. Harassing, insulting or attacking others;
   7. Engaging in practices that may compromise the integrity of the network;
   8. Violating copyright laws;
   9. Unauthorized access of another person’s electronic files;
   10. Demonstrating security problems to persons other than IT Services Personnel or Division Administration;
   11. Deliberately attempting to circumvent or defeat security measures on the Palliser Education Network;
   12. Revealing personal information about others over the worldwide web without their knowledge and consent;
   13. Trespassing in others’ folders, documents or files for whom there is no supervisory responsibility;
   14. Intentionally wasting limited resources;
   15. Employing the network for commercial purposes;
   16. Attaching any network devices to the network without prior authorization; or
   17. Violating regulations prescribed by the network provider.
8. Security of the information system is a high priority. Staff members are responsible for security and their passwords. In this interest, they will:
   1. Create passwords in keeping with district protocol
   2. Protect the confidentiality of their password;
   3. Never share their password with others;
   4. Change their password immediately if it becomes known to others.;
   5. Electronically lock or log out of any device being used with their Palliser account whenever they are not present with the device;
   6. Inform IT Services if they believe their account has been compromised;
   7. Inform the office of the Associate Superintendent of Learning Services or principal of any security problem.
9. Any reports of inappropriate behaviour, violations or complaints will be routed to the employee’s supervisor for appropriate action. Violations may result in loss of access to the Palliser network and devices, disciplinary action and/or termination of employment. When applicable, law enforcement agencies may be involved.
10. Teachers are required to teach online safety to students and are required to supervise student use of district technologies. Teachers are also required to review rules related to computer use by students and to ensure that student expectations are monitored and enforced in the classroom.
11. The Chromebook is issued to you in your current teaching position.  If you change positions or schools, please notify your supervisor as the Chromebook may be reassigned to other teachers.
12. Each Chromebook is assigned to the Palliser School Division’ Google Domain.  It is essential that the employee assigned a Chromebook notify their supervisor  immediately if the Chromebook is stolen.

Employee User Agreement

I am an employee of the Palliser School Division and a user of the Palliser School Division’s electronic communications networks. I have received and reviewed Administrative Procedure #140 (Computer Technology Use), and I have read and reviewed the “Staff Responsibilities” accompanying this page. I agree to comply with these computer use rules and with any amendments to these rules, and I acknowledge that the Palliser School Division may monitor or investigate compliance with these rules and expectations for professional behaviour. I acknowledge that I have been granted access to the Palliser School Division electronic communications networks as an aid to my employment and the education of Palliser students.

Employee’s Legal Name (printed):

Employee’s Signature: Date:

Employee’s School/Location:

Position: (check one)

|  |  |
| --- | --- |
| \_\_\_ Principal | \_\_\_ Counsellor |
| \_\_\_ Vice Principal | \_\_\_ Contracted Service |
| \_\_\_ School Secretary | \_\_\_ Substitute Teacher (more than 5 consecutive days)\* |
| \_\_\_ Teacher | \_\_\_ Board Trustee |
| \_\_\_ Support Assistant | \_\_\_ Other: (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

***Permission for Publication of Employee Photographs on an Internet Website***

No photograph of any employee may be published on the Internet until the employee has signed this consent form. Employees must sign the form only once at the beginning of their continuous employment, and the consent will be valid until employment ceases. If an individual returns to a position with Palliser Regional Schools at a later date, they must sign a new form.

**Part A** As a public employee, your name, assignment and/or location, business address and contact numbers, and Palliser-assigned e-mail address will be available to the public upon request (Section 16 of the *Freedom of Information and Protection of Privacy Act*). This information may also be used in school publications, such as the school newsletter, or on the Palliser Regional Schools or individual school Internet websites.

**Part B** Publication of an individual’s photograph is considered to be an unreasonable invasion of personal privacy unless consent is given, in writing, by the individual. No photograph of any employee may be published on the Internet until the employee has given written consent.

I have read and reviewed the background information about publication of employee contact information and photographs on the Internet. I hereby grant permission to Palliser Regional Schools to publish photograph(s) of me on the school and division website, which will be accessible to the public at large. These photograph(s) may include a photograph on the same page as my contact information (i.e., name, assignment and/or location, business address and contact numbers, and Palliser-assigned e-mail address), as well as photographs on other web pages without this information.

Employee’s Legal Name (printed):

Employee’s Signature: Date: