

Responsible Use Agreement for Technology

The information requested on this form is collected pursuant to the School Act, Section 34 and in accordance with the Freedom of Information and Protection of Privacy Act (FOIP). The information will be used to establish that the Account Holders have an understanding of the policy for Computer Access Acceptable Use and have consented to the rules and precautions in place for such usage. If you have questions concerning the collection or use of this information, please contact your FOIP Coordinator at 467-8896.

Elk Island Catholic Schools provides Internet and e-mail access to all of EICS's schools and office locations using EICS's Wide Area Network. The purpose of the Internet and e-mail access is to facilitate communications in support of research and education by providing access to a variety of electronic resources and opportunities for collaborative work. Usage of these services are tied to the user accounts issued to employees and are subject to limitations and requirements as laid out in this document and in the Board Approved Administrative Procedures located on our website.

Elk Island Catholic Schools reserves the right to access, audit and monitor use of all supplied technology resources for non-compliance to this agreement, without prior notice to the user.

Conditions and Rules for Use

To remain eligible as an Account Holder and user, the use of your account must be in support of, and consistent with, Federal and Provincial Law, EICS's policies, Admin Procedures, standards, guidelines and regulations.

The appropriate use of Technology including the Internet and e-mail is a responsibility of each Account Holder.

- Any unacceptable use, including the violation of the terms of this agreement, and any additional rules EICS may put in place regarding the use of the jurisdiction's system, will result in cancellation of the privilege of use of the EICS's systems for access to the Internet.
- The jurisdiction may deny, revoke, suspend or close any holder account at any time based upon a determination of unacceptable use by an Account Holder or authorized user.
- The determination as to whether an unacceptable use has occurred will be a decision solely within the discretion of the Superintendent or designate.
- Any user identified as a security risk for having a history of problems with any computer networks will be denied access to the Internet by EICS.

The EICS's Internet service can be used for personal communication provided the use is consistent with EICS Admin Procedures and providing it does not disrupt the carrying out of duties by the Account Holder or others.

Any external technology used in our Division must comply with EICS Admin Procedures. Some examples may include but are not limited to cell phones & external storage devices.

Technology Etiquette

All users are expected to abide by the generally accepted rules of technology etiquette. These include, but are not limited to:

- Being polite in all of your communications to others.
- Using appropriate language.
- In all activities being compliant with municipal, provincial, federal or international law.
- Maintaining the confidentiality of your personal address and phone numbers and those of students and colleagues.
- Not using technology in such a way that you disrupt the use of technology by others.
- Assuming that all communications and information accessible via the internet are the private property of those who put it on the internet.

The use of the EICS's technology including computers, network, and electronic mail (e-mail) is not private. People who maintain the system have access to all e-mail and internet use. Account Holders and users are accountable for the content of all e-mail messages sent from their e-mail accounts, whether internal or external, and the content of all internet use. Messages and Internet use relating to or in support of illegal activities will be reported to the authorities and will result in the loss of user and Account Holder privileges, and possible legal action.

Warranties

EICS makes no warranties of any kind, whether express or implied, for the service it is providing. EICS will not be responsible for any damages a user suffers. This includes, without limiting what follows:

- Loss of data resulting from delays, non-deliveries, mis-deliveries, server failure, or service interruptions caused by EICS's negligence or by the user's errors or omissions.
- Consequences resulting from the use of any information obtained via the internet.

EICS specifically denies any responsibility for the accuracy or quality of information obtained through internet services. All users need to consider the source of any information they obtain and consider how valid and reliable that information may be. Use of information obtained from Internet Sources is at the user's own risk.

Vandalism and Harassment

Vandalism and harassment will result in cancellation of user privileges.

- Vandalism is defined as any malicious attempt to harm, modify, or destroy data of another user, the internet or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creating of computer viruses.
- Harassment is defined as the persistent annoyance of another user or the interference of another user's work. "Harassment" is further defined as any unwelcome behavior, conduct or communication, directed at an individual that is offensive and/or annoying to that individual.

Unacceptable Material

Users may encounter material of which the access or use, of which, is unacceptable, such as hate literature, pornography and information related to immoral or illegal activities. It is the user's responsibility:

- not to initiate access to such material; and,
- to cease access to such material immediately upon discovery that access has been inadvertently gained to such material and to report the inadvertent access, in writing, to their supervisor.

The Division shall not be liable for any decision by any service provider, or by the District itself, to restrict access to, or to regulate access to, material on the Internet. It is also understood by the undersigned that the District does not control material on the Internet and the Division is therefore unable to control the content of data that a user may discover or encounter through the use of the Internet.

Penalties for Improper Use

Any user violating these rules, applicable Provincial, Federal, Municipal or International laws or posted classroom, school and Division rules is subject to loss of Internet privileges and any other Division disciplinary options up to and including dismissal.

Required Signatures

I understand and will abide by the provisions and conditions of this agreement.

Name of Account Holder (please print): _____

Signature: _____

Date: _____