

## APPROPRIATE USE OF DIVISION TECHNOLOGY AGREEMENT

Throughout this document Grande Yellowhead Public School Division (GYPSD) is used to represent the Board of Trustees of the Grande Yellowhead Public School Division.

In consideration of any individual (staff, student or otherwise) being granted access to GYPSDnet, by GYPSD, through the issuance of a personal account for use on the system, the parties, including the student, his or her parent(s) or legal guardian(s), teachers and staff within the Division acknowledge and agree as follows:

### GYPSDnet - Terms and Conditions

#### 1. Privileges

The use of GYPSDnet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. GYPSD will deem what is appropriate use and may close an account at any time as required. The central administration and/or school staff of GYPSD may request that the technology department deny, revoke, or suspend specific user accounts.

#### 2. Acceptable Use

The use of a GYPSD account, network and GYPSD owned devices must be in support of educational purposes consistent with the objectives of the GYPSD, achieving the learner outcomes of the Alberta Program of Studies, participating in learning activities selected by the teacher or participating in alternate Division programs such as virtual conferencing and outreach programs. This also applies to business and management matters in both schools and central office.

Transmission of any material in violation of any Federal or Provincial regulation is prohibited. It is expected that students, their parents or guardians and employees will respect the privacy of other individuals in the workplace and within the educational setting. This includes but is not limited to the following:

GYPSDnet users will not engage in:

- 2.1. Illegal or unethical acts.
- 2.2. Sending messages and files containing any form of digital information or encoding that is likely to result in loss or disruption of the recipient's work or system.
- 2.3. Gaining access to any resources, entities or data of others for any purpose without authorization.
- 2.4. Transfer of commercial software, materials protected by trade secret or other copyright protected material. It is the user's responsibility to check for copyright or licensing agreements. If there is doubt as to the copyright status of the program or materials, it shall not be copied.
- 2.5. Placing of unlawful information on any computer system accessed through GYPSDnet.
- 2.6. Activities that are wasteful of network resources or that degrade or disrupt network performance including other networks and systems accessed over the Internet.

- 2.7. Transmission of messages which include profanity, pornography, vulgarities or any other inappropriate language, sexual, racial, religious or ethnic slurs or other abusive, threatening or otherwise offensive language.
- 2.8. Revealing personal addresses or phone numbers of others or otherwise invading the privacy of others over the network.
- 2.9. Using GYPSDnet for private use or political purposes.
- 2.10. The breaking of confidentiality of any account or password.

### **3. GSuite for Education**

All users of GYPSDnet are issued a GSuite for Education account. G Suite for Education is the leading productivity platform in education, providing cloud-based document collaboration & file sharing, calendar, email, & more. Google develops its services to be device agnostic, this means that their services are available in some form whether using a Mac, PC, or mobile device.

GYPSDs terms of service with Google provides a higher standard of privacy to our students and staff. Google does not serve ads to our users, nor does it search our Gmail for marketing purposes. Data that GYPSD stores in G Suite for Education is owned by GYPSD, not Google, and user data is treated as confidential by Google.

### **4. Courteous Use**

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

Be polite.

- 4.1. Use appropriate language.
- 4.2. Use GYPSDnet and the Internet in such a way that you will not disrupt the use of the network by other users.
- 4.3. All communications and information accessible via the Internet should be assumed to be the private property of those who put it on the network. Therefore, it is inappropriate to redistribute a message sent to you without the consent of the author.
- 4.4. If a security problem is identified on the network, it should be reported to a teacher, school administrator or technology staff member.

### **5. Warranties**

Grande Yellowhead Public School Division makes no warranties of any kind, whether expressed or implied, for the service it is providing. Without limiting the generality of the foregoing, this includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via GYPSDnet is at your own risk. Grande Yellowhead Public School Division specifically denies any responsibility for the accuracy or quality of information obtained through this service.

### **6. Security**

Security on any digital system is a high priority, especially when the system involves many users. GYPSD has taken precautions to restrict access to controversial materials from the Internet. However, on a global network, it is impossible to control all materials. Accidental

exposure to controversial materials may occur, or a determined user may discover controversial information.

Any user identified as a security risk or having a history of problems with other digital systems may be denied access to GYPSDnet.

## 7. Monitoring

GYPSD and the services provided on GYPSDnet are wholly owned by GYPSD. GYPSD reserves the right to review any material on user accounts and to monitor file server space in order to make determinations on whether specific uses of the network are acceptable.

## 8. Technology Misuse

Technology misuse is defined as any malicious attempt to harm or destroy data of another user and any such abuse will result in cancellation of privileges GYPSDnet. This includes, but is not limited to, the intentional uploading or creation of computer viruses.

## 9. Umbrella Policy

This policy is a Division level policy that applies to the use of the entire division network resource known as GYPSDnet. Individual schools may develop additional rules or policy and it is the responsibility of all GYPSDnet users to familiarize themselves with the policies in effect at their school.

## 10. Exception of Terms and Conditions

All terms and conditions as stated in this document are applicable to Grande Yellowhead Public School Division schools and GYPSDnet. These terms and conditions reflect the entire agreement of the parties and supersedes all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with Canadian Laws.

I understand and will abide by the above **Terms and Conditions** for GYPSDnet. I further understand that violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation my access privileges may be revoked, disciplinary action and/or appropriate legal action may be taken.

Use of Division provided digital devices, network, software and online resources shall be consistent with the following administrative procedures:

- Administrative Procedure 140 – Digital Technology;
- Administrative Procedure 142 – Citizenship in a Digital Age;
- Administrative Procedure 145 – Use of Personal Electronic Devices on School Premises; and
- Administrative Procedure 350 – Student Conduct.

Reference: Freedom of Information and Protection of Privacy Act Criminal Code (Canada)

Approved: August 10, 2018

Amended: April 15, 2020