



Edmonton Catholic School Division INFORMATION RESOURCES RESPONSIBLE USE AGREEMENT

All students granted access to Edmonton Catholic School Division Information Resources must follow the acceptable use rules below:

General	- Edmonton Catholic School Division information resources are provided for the express purpose of supporting student learning in a 21st century Catholic learning environment. - Students are provided with Division approved accounts to access Office 365 and a subset of Google G-Suite services in support of their instructional needs. - Edmonton Catholic School Division information resources must not be used to engage in acts that are contrary to the mission and purposes of the Division, to intimidate or harass, degrade performance, deprive access to a Division resource, obtain extra resources beyond those allocated, or to circumvent computer security measures. - Obscene or inappropriate materials must not be intentionally accessed, created, stored or transmitted. - Access to questionable material for the purpose of academic research requires the written approval of a teacher or principal. - Misuse of technology may result in student access being suspended at any time at the discretion of the principal or the Department of Information and Infrastructure Technology Services.
Data Protection	Any data stored on servers outside of Edmonton Catholic Schools, such as Google Suite for Education, should not be considered as private or confidential as it could be accessed by others according to the laws of the host country (where the files are stored). For example, if the files are stored on a server in the United States, they may be legally subject to government review upon request; therefore, confidential or private information should not be stored on these web-based services.
Virus Protection	All personally owned digital devices connecting to the Edmonton Catholic School Division network must run current virus protection software. Computers found to be infected with a virus or other malicious code will be disconnected from the Edmonton Catholic School Division network until deemed safe by the Information and Infrastructure Technology Services Department.
Electronic Mail	- Delivery of electronic mail is not guaranteed. - Electronic mail is neither private nor confidential.
Confidential or Protected Information	- All confidential or private student information transmitted over external networks shall be encrypted. This information shall not be sent or forwarded through non-division email accounts provided by other Internet Service Providers and shall not be knowingly transmitted via wireless networks to or from a portable computing device unless approved wireless transmission protocols and security techniques are utilized. - Edmonton Catholic Schools does not guarantee the privacy of email or of any other data that is stored on external servers such as Office365 - Edmonton Catholic Schools does not necessarily provide backups of student files especially if their files are stored on a local drive or with an external storage provider. Students should take responsibility to make backup copies of their important files to their own storage devices.
Incidental Use of Information Resources	- Incidental personal use of electronic mail and Internet access is permitted but it must not interfere with normal performance of a student's duties, must not result in direct costs to Edmonton Catholic School Division, and must not expose the Division to unnecessary risks. - Non-school related information should not be stored on Division network file servers. - Any files, messages or documents residing on Edmonton Catholic School Division computers may be subject to public information requests and may be accessed by the Division. Therefore, a Division email account should not be used for personal email correspondence that is confidential in nature.
Internet Use	- Software for browsing the Internet is provided to authorized users for educational and research purposes. - Due to network maintenance and performance monitoring and to ensure compliance with applicable laws and policies, all user activity may be subject to logging and review. - Email or postings by students to news groups, social media, "chat rooms" or "listservs" must not give the impression that they are representing, giving opinions, or making statements on behalf of Edmonton Catholic School Division, unless authorized. Students should use a disclaimer stating that the opinions expressed are their own and not necessarily those of Edmonton Catholic School Division.



Personally Owned Digital Devices	• All computers and personally owned devices using Edmonton Catholic School Division Information Resources shall be password protected to protect against unauthorized access to Division Information Resources. • If it is determined that required security related software is not installed on a personal computer or that the computer has a virus or in some way endangers the security of the Edmonton Catholic School Division Information Resources, the account and/or network connection will be disabled. Access will be re-established once the student can demonstrate to Information and Infrastructure Technology Services that the computer or device is safe. • Special care shall be taken to protect information stored on laptops or any personally owned devices and in protecting such devices from theft. • Student owned devices in class may only be used with teacher permission in accordance with the school's conduct policy. • Students are responsible to service their own devices as required. Edmonton Catholic Schools will only support the connection to the network and its related services. • The Division is not responsible for the loss, theft or damage of a student owned device. • Division personnel may access student personal digital devices if there is reasonable grounds to believe that there has been a breach of school rules or policies and that a search of the device would reveal evidence of that breach. This may include but is not limited to audio and video recordings, photographs taken on school property that violated the privacy of others or is related to bullying.
Passwords	• Every student account password, any personal identification numbers (PIN), security token or any other similar information or device used for identification and authorization purposes must not be shared. Each student is responsible for all activities conducted using his or her account(s). • Users should not circumvent password entry through use of auto logon, application "remember password" features, embedded scripts or hard-coded passwords in client software.
Cloud Services	• Edmonton Catholic Schools uses cloud services such as Office 365 to enhance student learning opportunities and support classroom activities. • Edmonton Catholic Schools uses cloud services to enable students to communicate and collaborate.
Security	• Security programs or utilities that reveal or exploit weaknesses in the security of a system or that reveal data by circumventing established authorization procedures and systems must not be downloaded and/or used. For example, the use of password cracking programs, packet sniffers, or port scanners on division networks is <u>not</u> permitted. • Users must report any identified weaknesses in Edmonton Catholic School Division computer security and any incidents of possible misuse or violation of this agreement to a teacher or Principal. • Where technically feasible, all laptops or other personal digital devices should be secured with a password-protected screensaver for personal protection.

User Acknowledgment

I acknowledge that I have received and read the Edmonton Catholic School Division Information Resources Responsible Use Agreement. I understand that I must comply with the agreement when accessing and using information resources and my failure to comply with the agreement may result in appropriate disciplinary action and/or action by law enforcement authorities.