

Administrative Procedure 140 – Appendix A

Appendix A – DIGITAL DEVICE ADMIRABLE USE - EMPLOYEE

1. Respect Yourself
 - 1.1 I will consider carefully what information, images and personal information I post.
 - 1.2 I will refrain from inappropriate online student contact.
2. Protect Yourself
 - 2.1 I will protect my personal details, contact details and my schedule.
 - 2.2 I will report any attacks or inappropriate behavior directed at me and I will seek support.
 - 2.3 I will protect passwords, accounts and resources.
 - 2.4 I will refrain from using a Division computing device to engage in any activity that is prohibited by law or Division policy or procedures.
3. Respect Others
 - 3.1 I will respect others by not using Division email, websites and other digital tools for commercial use, product advertisement, defamatory comments or political lobbying.
 - 3.2 I will show respect for other people in my choice of websites and not visit sites that are degrading, pornographic, racist or inappropriate.
 - 3.3 I will respect the privacy of others by not attempting to access their private digital spaces or areas without their consent.
4. Protect Others
 - 4.1 I will protect others by reporting abuse and not forwarding inappropriate materials or communications.
 - 4.2 I will ensure that students under my care refrain from posting personal information publicly.
 - 4.3 I will only use encrypted devices to access Division and related student information.
 - 4.4 I will not store student or any Division information on a personally owned (non-Division) device.
 - 4.5 I will immediately report the loss of any Division device assigned to me.
5. Respect Property
 - 5.1 I will suitably cite any and all use of intellectual property.
 - 5.2 I will validate information and acknowledge all primary and secondary sources.
 - 5.3 I will treat school technology with respect, reporting damage if it occurs.

5.4 I will purchase, license and register all commercial software and media.

6. General Network Access Requirements

6.1 All wireless infrastructure devices that reside at a Division site and connect to a Division network must:

6.1.1 Be installed, supported, and maintained by the Technology Department.

6.1.2 Use Division approved authentication protocols and infrastructure.

6.1.3 Use Division approved encryption protocols.

7. Digital Device Admirable Use - Employee form is distributed electronically by the Technology Department when notified by Human Resources Department.

7.1 The electronic form is sent to the email address that has been assigned to the employee by the Division.

7.2 The form is required to be filled out and acknowledged by the employee.

7.3 A log is kept by the Technology Department for internal audit purposes.