



Use of Information and Communication Technology Procedure

The procedures outline the responsibilities of staff who use SEC information and communication technologies. Inappropriate use and the consequences of such misuse are also outlined.

1. Responsibilities

a. Staff

All staff must be aware that they are responsible for using all SEC information and communication technology in a responsible and ethical manner. Specifically, staff shall:

- sign the attached Use of Information and Communication Technology Employee Agreement (E.1.H-Ex1) acknowledging their responsibility to use ICT in an appropriate manner,
- review this policy annually,
- be aware that all files on SEC servers are the property SEC and not the private property of an individual employee,
- be aware that the ICT may be monitored by SEC or external sources for abuse or diagnostic purposes,
- recognize that, while SEC allows personal usage such as banking on its systems SEC does not ensure privacy or security for online financial transactions,
- acknowledge their responsibility to remain current on ICT used in the performance of their duties and their responsibility for taking appropriate training as directed,
- report, in writing, any breach or contravention of this policy to the Director/Principal or Director of Operations who will ensure that appropriate disciplinary action is taken.
- emails are the property of SEC, and can be monitored.

b. Administration

In addition to the requirements in a. above, Administration shall:

- ensure that this policy is reviewed by all staff on an annual basis,
- ensure that the duties of staff do not conflict with ICT policies or regulations,
- determine the need and arrange for ICT training for their staff,
- ensure the school's code of conduct addresses cyber-bullying.

2. Inappropriate Use of ICT

Inappropriate use of ICT includes, but is not limited to, the following activities:

- sending or displaying data in a format which may be deemed to be offensive,
- harassing, insulting or attacking others,
- damaging computers, computer systems or computer networks,
- making unauthorized repairs or additions, adding software or reconfiguring systems,
- violating copyright laws,
- using another's password or attempting to access another's folders, work or files,
- intentionally wasting any resources, or introducing a virus or any destructive data into the network,
- employing the network or any attached devices for illegal purposes,
- unauthorized use of systems for social networking or accessing resources that provides anonymity.

3. Consequences of Inappropriate Use

Personnel who use SEC ICT inappropriately will be subject to disciplinary action. Depending on the nature and severity of the inappropriate use, disciplinary action may include the loss of computer privileges, suspension, and termination of employment and/or legal action.

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