



REGULATIONS

<p>SUBJECT: Acceptable Use of Technology for Employees and Non-Student Users</p>

The purpose of these Regulations is to set out the expectations with respect to the use of computer and information technology and the responsibilities of each individual in maintaining a secure environment.

This Regulation applies to all employees of the Lambton Kent District School Board (“LKDSB”) as well as non-student users who have been granted permission to use the LKDSB computer system (for example trustees, school council representatives, parents, volunteers, contracted workers).

1. The computer system including any data and information that is created, transmitted or stored on the LKDSB system is the property of the LKDSB.
2. There is no expectation of privacy in using LKDSB technology.
3. All technological devices will be password protected and conform to the password requirements as detailed in the corresponding LKDSB Administrative Procedures.
4. Technological devices brought to school or the office by staff and non-students are not the responsibility of the LKDSB.
5. Users must not connect any electronic devices in any way (wired or wireless) for any reason to the LKDSB network without the written permission of the Information Technology Department of the LKDSB.
6. When using the Board supported networks, users must not reveal any personally identifying information about themselves or others.
7. Users must notify the Help Desk immediately of a lost or stolen device (i.e. BlackBerry, laptop, USB key). The Help Desk will immediately notify the Freedom of Information Coordinator.
8. Screen savers must automatically activate for users within an established period of inactivity for all devices and require a password to reactivate as detailed in the corresponding LKDSB Administrative Procedures. Timeouts will be controlled centrally and the period of inactivity will be established Senior Administration for all users.

9. Access to the Board's internal resources is allowed only on the approval of the Director of Education.
10. Personal use of LKDSB technology will occur outside assigned work time.
11. Users must not access direct or proxy sites that circumvent the security measures put in place by the Lambton Kent District School Board.
12. Users must immediately exit any site that is transmitting inappropriate or offensive material. Users must immediately report accidental access to such a site to a school administrator or manager.
13. Users will conduct themselves in a professional manner as detailed in the corresponding LKDSB Administrative Procedures.
14. Users must not use LKDSB technology for personal financial gain, for commercial activity or for any illegal purpose.
15. All employees, contracted staff and identified volunteers of the Lambton Kent District School Board must exclusively use the services of the Board's Information Technology (I.T.) Department to perform repairs, upgrades and maintenance including virus protection and malware removal on all Board purchased technology. Taking a piece of technology (computer, netbook or laptop, etc.) to a third party vendor or website for such services without the written permission of the Manager of Information Technology or delegate is strictly forbidden.
16. Any violation of these Regulations may result in sanctions being imposed, including the loss of computer privileges, disciplinary action up to and including termination of employment and legal action or police involvement.

Implementation Date: December 8, 1998

Revised: June 26, 2001, January 15, 2008, May 27, 2008, April 12, 2011, October 11, 2011, November 22, 2011, January 31, 2012

Reference: Board Policy