Lambton Kent District School Board

Responsible Use Of Technology Summary

System Integrity	Passwords
- The computer system including all data that is created, transmitted or stored on the LKDSB system is the property of the LKDSB. - The LKDSB may monitor and access any and all files, documents, communications and use of the internet at any time. - Users must not attempt to hack into any system or alter hardware, software or wiring configurations. - All storage devices (eg USB drives) must be scanned for viruses before use. - Users must not connect any device to the wired network without prior permission from IT. Staff and student access to the BYOD wifi network using personal devices is permitted. - Users must notify the IT Help Desk immediately of any lost or stolen device. - Users must not cause damage to LKDSB technology .	- Users must not share passwords nor use the passwords of others. - Staff passwords must be changed twice per year. - All mobile devices must have a password. - Users must not disable or change any system or security setting on any device. - Users should secure their workstation or laptop by locking the screen whenever they leave the device unattended. All devices are set to automatically lock after a specified period.
Information Security	**Internet Use**
- Users must not create, access, download, store, distribute or print any files messages or graphics that are profane, harassing, discriminatory, offensive or degrading. - Users must use their best efforts to safeguard the confidential information of the LKDSB and to prevent its unauthorized, negligent or inadvertent disclosure. - Users must not attempt to gain access to other users' files or accounts.	- Users must not take any action to attempt to bypass the security measures put in place by the Lambton Kent District School Board. This includes, but is not limited to, accessing blocked sites or applications by using proxy sites, or VPN applications. - Access to inappropriate sites or offensive sites is strictly forbidden. - The LKDSB's network may be used for incidental and occasional personal use, outside of assigned work time, providing such use is reasonable in duration, does not interfere with the user's employment duties and responsibilities, and does not result in increased cost to the LKDSB.

- **Any violation of these Procedures may result in sanctions, including the loss of computer privileges, suspension or expulsion for students, disciplinary action up to and including termination of employment for staff, and legal action or police involvement for all users.**
- **If in any doubt about the use of LKDSB Technology consult the full Responsible Use of Technology Administrative Procedures, or contact the IT Department via the Help Desk:**
- **E-mail: Helpdesk@lkdsb.net, Tel: 354-3775 Ext 31458.**