

	<p align="center">EMPLOYEE and VOLUNTEERS ACCEPTABLE USE OF TECHNOLOGY AGREEMENT</p>	<p align="center">F140-2</p> <p align="center"><i>To be distributed to all Employees and Volunteers</i></p>
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INTRODUCTION AND GENERAL INFORMATION FOR EMPLOYEES AND VOLUNTEERS

Northern Lights Public Schools provides employees and volunteers with access to computers, devices, educational technology, cloud services, network services and the Internet to support and enhance learning and teaching.

Northern Lights Public Schools relies on networked computers and the data contained within these systems to achieve its missions and to support business practices. The Acceptable Use Policy is to protect these resources in accordance with provincial law and Northern Lights Public Schools rules. All individuals granted access to Northern Lights Public Schools technical resources must follow the acceptable use outlined in AP140 and summarized below.

All users must assume responsibility for understanding the Employee and Volunteer Acceptable Use of Technology Guidelines as a condition of use. All computers and technology used throughout Northern Lights Public Schools are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this procedure and the guidelines established below shall result in the revocation of access privileges and/or disciplinary actions involving division, local, provincial or federal agencies.

USER RESPONSIBILITIES (all employees and volunteers)

As the user of technology resources provided by the Northern Lights Public Schools, each employee must read, understand, and accept all of the following rules and guidelines as stated in this section:

1. I understand that all computer use must be for educational purposes, whether on school property or at another location. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines concerning the ethical and legal use of the network resources; therefore:

- I will use NLPS technology resources and telecommunications for purposes in support of education and research that is consistent with the educational objectives of the Board;
- I will not use NLPS computers, devices or network services to conduct personal business or for the exclusive benefit of individuals or organizations that are not part of Northern Lights Public Schools;
- I will not use NLPS technology to view, create, modify or disseminate obscene, objectionable, violent, pornographic, or illegal material;
- I will not use NLPS technology for commercial or for-profit purposes that include, but are not limited to, home businesses, gambling, advertising, political lobbying or soliciting;
- I will not use NLPS technology to send unsolicited, offensive, abusive, obscene, harassing, or other illegal communications.

2. I understand that employees have access to confidential information and files and that I am responsible for protecting the confidentiality of this data; therefore:
 - I will log off the computer, device, network and cloud services when not using it;
 - I will not allow students, parents, or unauthorized people access to my accounts;
 - I will not reveal any personal information about a student or employee contained on information systems contained within NLPS;
 - I will not attempt to learn other employees' passwords;
 - I will not copy, change, read, or use files that belong to users without their permission.
 - I will save all critical Division data in the DocuShare system (for those with DocuShare authorization) and for all other staff on network servers to ensure backup of data.
 - I will manage all records (electronic and paper) in accordance with the Northern Lights Public Schools Records AP171 Records Management Policy.
3. All employees are provided with a Northern Lights Public Schools G-Suite email account which is accessible by using the NLPS G-Suite web interface and app. I understand that the following electronic mail (email) activities are not allowed:
 - Using email for purposes of political lobbying or campaigning,
 - Posing as anyone other than oneself when sending email, except when authorized to do so by the owner of the email account,
 - Reading another users' email unless authorized to do so by the owner of the email account,
 - Sending or forwarding "chain" letters,
 - Sending unsolicited messages to large groups except as required to conduct Division business,
 - Sending excessively large messages or attachments unless in performance of official Division business,
 - Sending or forwarding email that is likely to contain computer viruses.
4. I understand copyright laws protect a variety of materials (print, non-print and ideas) including those found on the Internet; therefore:
 - I will not install any unauthorized software, including personal software on NLPS equipment. Unauthorized software is defined as software outside the legal licensing agreement created by the author or the program;
 - I will not make copies of any software found on NLPS equipment, systems or on the Internet to keep, lend, give, or sell outside of the legal license agreement;
 - I will not use shareware beyond the trial period specified by the program unless I purchase it;
 - I will not download any copyrighted materials from the Internet without the permission of the copyright holder. This includes but is not limited to music, digital files and video files.
5. I understand the importance of maintaining the technology that I use for my job; therefore:
 - I will not attempt to bypass or disable any security and/or anti-virus software installed on my computer, device or on the network;
 - I will inform the NLPS ET/IT department about any problems with technology and follow the work order process implemented to fix the problem;
 - I will not attach any devices, including notebooks and electronic devices, to the network without the prior approval of the NLPS Technology department;

6. Special care must be taken to protect information stored on notebooks, smart devices, phones or any other portable computing devices, and in protecting such devices from theft. All portable computing devices must encrypt all NLPS data to ensure confidentiality in the event that the device is lost or stolen, therefore;

- I will contact the NLPS Education and Information Technology Department to provide me with the NLPS standard for encryption of my portable computing device as per the NLPS device encryption procedures.

I have read the rules and regulations above. I also understand that any computer or device, as the property of the Northern Lights Public Schools, is subject to random auditing for the purpose of determining the presence of unauthorized software, by either NLPS staff or authorized software organizations.

Employee Signature _____ Date _____

Employee Name (please print) _____

*** This signature page must be on file at the Personnel Office for the employee to maintain technology access.*