

SD60 MyEducation BC Acceptable Network Use Policy

The Security Committee for MyEducation BC has developed an acceptable use policy for all users for the use of MyEducation BC and SD60's Insight Portal (*further referred in this document together as MyEducation BC*). The goal of this policy is to have network facilities used in a responsible, efficient, ethical, and legal manner in accordance with the *Freedom of Information and Protection of Privacy Act* (FOIPPA), Ministry of Education and Child Care (*further referred in this document together as Ministry*) and school district policies.

Issues of confidentiality take on critical importance when it comes to electronic information systems. MyEducation BC enables all levels of employees' access to student information. Under no circumstances should users disseminate confidential personal information to anyone that is not covered by an acceptable usage agreement. Great care must be taken even when sending confidential information to individuals who are covered by acceptable usage agreements.

Security and confidentiality need to be extremely high concerns for all MyEducation BC users. All users must acknowledge their understanding of the general policy and agree to adhere to all the terms and conditions as a condition of receiving a user account. Acceptable uses of the network are activities that support teaching and learning.

Unacceptable uses of the network include:

- violating the rights of privacy of students, their families, volunteers or employees of any district;
- using profanity, obscenity, or other language which may be offensive to another user;
- using the network for financial gain or for any commercial or illegal activity;
- spreading computer viruses; and
- downloading, storing, or printing files or messages that are in violation of Ministry or school district policies.

In order to be issued access privileges to MyEducation BC, all users must fill out the application once upon commencing employment at EACH location within School District #60.

Access to MyEducation BC is intended for educational purposes and for conducting valid Ministry or school district business only. Use of MyEducation BC for any other purpose is prohibited including, without limitation, commercial, criminal, obscene or illegal purposes.

Access to MyEducation BC is a privilege, not a right. Such access is made available only so long as the user complies with the acceptable use policy and other rules that the Ministry or school district may require.

Inappropriate or prohibited use may lead to the suspension or termination of user privileges at the discretion of the Ministry or the school district, and possible other consequences including disciplinary action.

All use of MyEducation BC may be tracked. Use of the system by any individual may be monitored or reviewed by the school district or MyEducation BC system administrator(s) without prior notice.

In the case of misuse or suspicion of misuse of MyEducation BC, the Ministry or the school district reserves the right to access any files on the system.

Every school district will cooperate fully with any other participating school district, provincial, or other authorized officials in any investigation concerning or relating to privacy violations as a result of access to MyEducation BC.

Use of the System

While privacy and confidentiality are paramount concerns for users of MyEducation BC, it is also important that users conduct themselves in a responsible, decent, ethical and polite manner while using MyEducation BC.

The following is a list of examples of prohibited conduct:

- the placing of inappropriate or unlawful information on the system
- the use of abusive or otherwise objectionable language
- damaging or tampering with computers, computer systems or computer networks
- trespassing in others' folders, work or files
- employing the network for unauthorized purposes (i.e. commercial, political, personal use, self-interest etc)
- unauthorized use of others' accounts and passwords

All members of the school community with access to MyEducation BC are responsible for good behaviour on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behaviour and communications apply.

User Agreement:

Employees are required to comply with this policy and any rules and regulations respecting use of the system that are made by the school district or the Ministry from time to time.

Failure to do so may result in suspension or revocation of some or all of their access privileges and may also result in disciplinary action, including dismissal.

DECLARATION OF UNDERSTANDING AND ADHERENCE

I acknowledge the MyEducation BC usage agreement. I have read the policy in full and fully agree to abide by all its terms.

I understand that the District or the Ministry of Education and Child Care or its contracted service provider may monitor my use of the system and that my communications are not considered private. All communications may be recorded and stored for archival retrieval.

I understand that if I violate the terms of this policy, my employment could be subject to disciplinary procedures, including the loss of access privileges and other sanctions. Illegal acts may also subject users to prosecution by provincial and federal authorities.

I have read the Acceptable Use Agreement, understand it and agree to adhere to the principles and procedures detailed within.

Name: _____

School _____

Signature _____

Date _____

Home Address: _____

City _____

Province _____ **Postal Code** _____

Home Phone Number _____

Work Phone Number _____

SD60 Confidentiality Agreement

By signing this agreement, you are confirming that you have been authorized by School District #60 Peace River North to have access to information and will take all reasonable steps necessary to ensure the confidentiality and security of any personal student information you access.

You are solemnly declaring that you will not disclose any personal student information released to you for any purposes except as expressly authorized in writing or in accordance with the policies and procedures of school district #60 Peace River North and the *Freedom of Information and Protection of Privacy Act*.

The specific requirements and responsibilities for obtaining access to personal student information are described below.

Confidentiality: As a party to this agreement, you may be entrusted with or have access to personal student information governed by the *Freedom of Information and Protection of Privacy Act*. Accordingly, you agree to:

1. Ensure that all information relating to the MyEducation BC system, and any personal notes that you make relating to student records are in a secure place where others will not have access to them;
2. Ensure that security will include at a minimum locked physical storage and password protection for electronic access. Computers or any device used to access the system should be locked when not under your direct supervision or use. Computers or devices that are used to access the system, both district and personally owned, at work or at home must use accounts and password/passcode protection.
3. Not discuss or disclose any personal student information to anyone other than individuals who have signed an Individual Pledge of Confidentiality Agreement as identified by the school district.
4. Keep all notes and discussions relating to personal student information confidential and not disclose their substance or details to anyone not included in bullet #3; and
5. Cross-shred all discarded material that involves personal student information.

Protection of Privacy

You also agree to the following terms and conditions:

1. I will access and deal with personal student information only in strict accordance with the written privacy policies and procedures of school district #60 Peace River North and in accordance with the *Freedom of Information and Protection of Privacy Act*.
2. I will not disclose personal student information except as clearly permitted or provided for in the written privacy policies and procedures.

3. If I am part of, or I am made aware of any real or potential breach of confidentiality, I will immediately report it to the school district privacy coordinator. In the event that I know or suspect that any other person has accessed or disclosed or intends to access or disclose any personal student information that is not permitted by, or is inconsistent with, the provisions or the spirit of the privacy policies and procedures, I will immediately notify the privacy coordinator and cooperate with the school district by providing all relevant information regarding details of the actual or potential breach.
4. If I have any questions as to whether a breach has occurred, I will call the privacy coordinator. I will be deemed to be in compliance with my obligations under this confidentiality agreement where I follow any directions that I receive from the privacy coordinator.
5. I acknowledge and agree that my obligations to the school district pursuant to this confidentiality agreement take priority over any agreement with or commitment to any other party that is inconsistent with this confidentiality agreement.
6. I will, on an annual basis, or as otherwise requested by the school district, reconfirm my commitments in respect of the personal student information.

As an individual with access to MyEducation BC privileged information, I agree to comply with these obligations.

I acknowledge that I have read and will abide by the terms and conditions for the use and security of the personal information as set out above and in accordance with the *Freedom of Information and Protection of Privacy Act*.

I make this declaration knowing that it is of the same legal force and effect as if made under oath.

Signature of Deponent - Place and Date

Name: _____

Title: _____

Sworn before me

Witness Signature

Witness Name: _____

Witness Position: _____