



Responsible Use of Technology - Staff

Background

KTCEA believes that staff can benefit from using technology to perform their duties in the workplace and to stay current on issues affecting Indigenous education. Staff use of KTCEA technology is therefore encouraged, however its use is considered to be a privilege and not a right. Staff may use KTCEA technology, and may use their own devices for work purposes, as long as professional and ethical standards are maintained.

Guidelines

KTCEA will maintain safe, respectful workplaces while providing access to technology and allowing for the use of personal electronic devices.

KTCEA will monitor all users of technology, including personal devices that are connected to its network or accounts, in order to maintain student and staff safety and to ensure that its systems remain secure.

All use of KTCEA computers, networks, and accounts must be ethical, respectful, academically honest, and supportive of a suitable work environment.

Users of KTCEA technology have no expectation of privacy in anything they create, store, send, delete, receive, or display when using computers, networks, or devices belonging or connected to the KTCEA network, its technology systems or accounts.

KTCEA may, without notice, monitor, track or log network access, communications, and use. KTCEA may also access, review, copy, store, delete or disclose the contents of any user file regardless of medium and the content of electronic mailboxes and system outputs (including printing) for any lawful purpose, such as maintaining system integrity, security of functionality, ensuring compliance with policy and applicable laws and regulations, protecting KTCEA from liability and complying with records requests.

Staff will adhere to Administrative Procedure 660 Use of Social Media.

#	Procedure	Roles & Responsibilities
1.	KTCEA reserves the right to monitor all content created, transmitted or stored within its technology and information systems, including its network, Email and social media accounts, and software/applications that are considered to be KTCEA property by means of license or direct purchase.	Superintendent
2.	KTCEA reserves the right to monitor all internet activity accessed via its technology, or via any personal devices connected to its technology systems or used at or near KTCEA school grounds or facilities.	Superintendent

3.	<p>Responsible use of technology encompasses the following actions or behaviors:</p> <ul style="list-style-type: none"> 3.1 Demonstrating self-respect and self-protection; 3.2 Taking responsibility for actions when posting or viewing online materials; 3.3 Following appropriate online etiquette, including not placing major loads on system bandwidth or storage space; 3.4 Respecting and protecting others by obtaining permission of other persons before sharing or posting any information about them, or before sharing or posting commonly created electronic information or data such as a group work or a group photo; 3.5 Acknowledging that technology and particularly social media are extensions of the workplace and classroom, and therefore the same behavioral expectations are in place on electronic platforms as they are in the physical settings; 3.6 Acting as ambassadors of KTCEA while using social media throughout the year. 	Staff
4.	<p>Misuse of technology could result in access privileges being revoked, withdrawn or denied and could result in further disciplinary actions.</p>	Staff, Superintendent
5.	<p>The following actions or behaviors are considered misuse of technology and are strictly prohibited:</p> <ul style="list-style-type: none"> 5.1 using technology for personal entertainment including gaming; 5.2 downloading or introducing any gaming software, music, photographs, or films for personal use; 5.3 hacking or attempting to gain unauthorized or illegal access to other computer systems or accounts; 5.4 reading, altering, changing, blocking, executing or deleting files or communications belonging to another user; 5.5 using an anonymous proxy or another person's logon credentials or password; 5.6 using technology for theft, slander, libel, racism, defamation, sexual or other harassment, stalking, identity theft, online gambling, spamming, impersonation, intimidation, spreading malware or computer viruses, plagiarism or copyright infringement; 5.7 copying, destroying or altering KTCEA-owned documents, data or information, or any program applications; 5.8 repairing, modifying, reconfiguring or otherwise altering any component, piece of equipment, device or system; 5.9 downloading unreasonably large files that could impair other's usage; 5.10 engaging in online activity or social media in ways that could discredit or bring disrepute or litigation to KTCEA; 5.11 engaging in commercial activity, such as offering goods or 	Staff

	<p>services for sale or soliciting services or products from other providers that are not associated with their normal workplace or educational responsibilities;</p> <p>5.12 disclosing to any other person a password or the passwords of others;</p> <p>5.13 using an existing social media account or creating a social media account to represent KTCEA or its mission, values or interests, without the consent of the Superintendent;</p> <p>5.14 demonstrating a behavior or taking an action that is in breach of Alberta Teachers Association Code of Professional Conduct;</p> <p>5.15 allowing unauthorized third parties to access KTCEA technology.</p>	
6.	<p>Staff are permitted to use personally-owned technology and devices for their work, subject to:</p> <p>6.1 the user being connected to KTCEA technology and systems rather than their own data plans or LTE Network;</p> <p>6.2 acknowledgement and acceptance that the security, care and maintenance of personally owned technology are the responsibilities of the owner; and correspondingly that KTCEA is not responsible for the loss, theft or damage of personally owned technology.</p>	Staff
7.	<p>Staff have a duty to report violations or breaches of this administrative procedure to their direct supervisors.</p>	Staff
8.	<p>Use or technology for an illicit or illegal purpose will result in referral to external authority for further disciplinary action.</p>	Superintendent

Definitions:

Technology means “KTCEA-owned electronic equipment, communications network and servers, devices and systems, email and social media accounts, digital programs and associated applications that are owned or licensed by KTCEA including any data and content therein, as well as any personal electronic equipment, devices or social media platforms that are used on or near KTCEA schools and facilities or on school days.”

User means “any individual permitted to access and use KTCEA technology, including KTCEA students, staff, contractors and authorized volunteers.”

Social media refers to “electronic access to and use of blogs, personal websites, RSS feeds, postings on wikis and other interactive sites, such as, but not limited to: Facebook, Blogger, Twitter, Instant Messaging, and postings on video or picture-sharing sites and elsewhere on the internet.”

Staff means full and part time employees, and can include contractors and service agents.

References:

KTCEA Policy 3 – Respectful, Caring and Safe Schools and Workplaces

KTCEA Policy 13 – Technology and Student Information

Freedom of Information and Protection of Privacy Act

Canadian Charter of Rights and Freedoms

Canadian Criminal Code

Copyright Act

AP 140A Responsible Use of Technology - Students

AP 660 Social Media

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Facilities & Operations.