



Network Access While on Leave

Background

KTCEA recognizes that staff who are on leave may benefit from access to the network to enable ongoing collaboration and communication with colleagues.

Guidelines

Access to the network applies to

- KTCEA network of servers and storage devices;
- KTCEA Google Drive(s);
- KTCEA email systems;
- KTCEA social media accounts;
- Any other application or digital resource considered to be owned or licensed by KTCEA.

#	Procedure	Roles & Responsibilities
1.	<p>The Superintendent may restrict access to the network in part or in full during a leave of absence, and will communicate that decision to the IT Manager.</p> <p>1.1 The default will be that a person will continue to have access to the network for the duration of a leave.</p> <p>1.2 In the event of restrictions placed on access to the network, the Director Human Resources will ensure that the restrictions are communicated fully to the person on leave.</p>	Superintendent, Human Resources Director, IT Manager
2.	To respect the nature of a leave of absence, a staff person on leave will be removed from email distribution lists for the duration of the leave.	IT Manager, Directors, Principals

Definitions:

Network KTCEA-owned electronic network and storage drives, Google drives, email system and social media accounts, and all related digital or electronic applications considered to be KTCEA property or KTCEA digital resources.

References:

Policy 3 – Respectful, Caring and Safe Schools and Workplaces
 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 422 Job-Protected Leaves

Updates:

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