



Department: Human Resources
Section: Employee and Labour Relations

Employees require information technology to efficiently and effectively perform duties and responsibilities in a manner that supports the mission and objectives of the Annapolis Valley Regional School Board. Employees use information technology to work with and support information needs and to access, use and communicate information available from a variety of sources. These sources include, but are not limited to Local Area Networks (LANs), Wide Area Networks (WANS), remote access (dial-up and VPN), Internet, and telephone network.

This policy applies to all employees users of the Board's network and computer resources, and to all use of those resources whether on site or from remote locations. All information, in whatever form, stored on any media, is an asset and the property of the Annapolis Valley Regional School Board. Physical assets owned and utilized in the processing of this information are the property of the Board.

Remote access by employees to networks must be approved by the employee's immediate supervisor and the Coordinator of Management Information Systems or designate.

Specifically

- 1.0 All employees must comply with federal and provincial legislation/regulations, for example copyright.
- 2.0 All employees must comply with Board policy and administrative procedures, e.g. Harassment, Discrimination.
- 3.0 All employees must comply with contract and software licenses.
- 4.0 Employees shall use only those computer resources for which they are authorized, and only to the manner and extent authorized.
- 5.0 Employees shall be responsible for the security of passwords/PINS, and logging out of accounts.
- 6.0 Supervisors and teachers are accountable for safeguarding information and physical assets under their control in the workplace and classroom. All employees are responsible for the protection of these assets from unauthorized use, modification, disclosure or destruction (whether accidental or intentional) and for maintaining the integrity of these assets and their availability to others as required in the performance of their duties.
- 7.0 Employees who fail to comply with this policy and administrative procedures will be disciplined, in accordance with respective collective agreements and terms and conditions of employment.
- 8.0 Any materials that violate Board policy, provincial and federal laws/regulations are not to be stored, displayed, transmitted, or otherwise linked to the Board's information technology services, facilities and equipment.
- 9.0 Confidentiality and privacy of employees, students, and other personal data must be maintained, specifically as it relates to the Freedom of Information and Protection of Privacy Act (Nova Scotia).

10.0 Communication using the technology services such as e-mail must reflect the highest standard of courtesy and professional conduct.

Monitoring

- The Director of Human Resources is responsible for the implementation, monitoring and revision of this policy.
- This policy will be monitored annually.

Board Approved: May 4/05
Ref: AP 305.20
Monitoring Date: Annually
Revised: