

Department: Human Resources
Section: Employee and Labour Relations

Employees, school board members and volunteers share a responsibility for demonstrating good digital citizenship and respect through appropriate and responsible behaviour when using technology. This policy is intended to provide a balance between supporting access to technology resources to facilitate operations of the Board, to facilitate learning, to manage risk and to outline responsibilities of those mentioned above when using technology.

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 and for professional learning.

This policy applies to all employee, board member and volunteer users of the Board's technology and to all use of those resources whether on site or from remote locations.

The *Education Act* requires that all school boards cooperate with government departments and agencies in fostering an orderly and safe learning environment, including the promotion of safe and respectful use of network and electronic communications.

Monitoring

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