

Technology – Acceptable Use Agreement for Staff

This administrative procedure shall govern the use of computer equipment, software, the network, email and internet access provided by Mission Public Schools for the use of staff and guest users.

Mission Public Schools, herein referred to as MPSD, and refers to School District #75 (Mission) as a whole; any school or facility within the District including, and not limited to, each individual secondary school, elementary school or any location or program that comes under the jurisdiction of School District #75 (Mission) as well as all employees in an administrative, teaching or support position hired by MPSD.

Use of MPSD Systems

MPSD computers, software, networks, electronic systems and access to the internet (collectively referred to as the “System”) are intended for educational and research purposes and for conducting valid MPSD business. The purpose of these tools is to give employees access to educational resources that support the work being done in the classroom or to fulfill the requirements of their role within MPSD. Use of the System and access to the internet for any other purpose is prohibited including, without limitation, commercial, criminal, obscene or illegal purposes. Use of the System to gain access to inappropriate materials, including, without limitation, obscene or pornographic materials, is prohibited.

Access to the System, including internet resources is a privilege not a right. MPSD reserves the right to restrict the scope of access to individual users or classes of users. Use of MPSD resources indicates you agree to comply with the terms and conditions of use established by MPSD in this administrative policy. This policy may change or be updated in the future. As an employee of MPSD, the employee understands and agrees that the individual employee has the responsibility to remain current with changes to policy and practice with respect to the use of technology. MPSD recognizes and values the importance of communication, and as such, changes to this regulation will be communicated to all employee groups.

Whether or not a Mission Public School District employee chooses to create or participate in a form of online communication such as, but not limited to a blog, wiki, online social network or any other form of online publishing or discussion is his or her own decision. Therefore, it is in MPSD's interest and, the district believes, in each employee's interest to be aware of and participate, if they so wish, in this sphere of information, interaction, idea exchange and the education related benefits that can be accrued.

Date Adopted: April 2011

Cross Reference: [Internet & E-Mail Access for All Users Administrative Procedure #210](#)

MPSD Technology Use Agreement for Staff

1. Know and follow MPSD's Respectful Workplace requirements.
2. Always conduct oneself at the highest level of moral and ethical behavior.
3. Do not attempt to violate the security of the system computers, data, or network.
4. MPSD employees are personally responsible for the content they publish on District computers and/or using District software. They are also responsible for any online content that they publish, such as blogs, wikis or any other form of user-generated media. Be mindful that what you publish will be public for a long time – protect your privacy and the integrity of MPSD.
5. Identify yourself – name, and, when relevant, position with MPSD – when you discuss School or District related matters. Write in the first person. You must make it clear that you are speaking for yourself and not on behalf of MPSD.
6. If you publish content to any website outside of MPSD and it has something to do with work you do or subjects associated with MPSD, use a disclaimer such as this: "The postings on this site are my own and don't necessarily represent MPSD's positions, strategies or opinions."
7. Respect FOIPPA (Freedom of Information and Protection of Privacy Act) along with all other privacy, copyright, fair use and financial disclosure laws.
8. Create an alpha-numeric user password and keep it confidential. The password will need to be regularly changed to ensure the integrity of the system.
9. Do not transmit any materials in violation of Canadian and international law.
10. Do not provide MPSD's or another's confidential or other proprietary information. Ask permission to publish or report on conversations that are meant to be private or internal to MPSD.
11. Do not cite or reference staff members, parents, students or any member of the public without their prior approval.
12. Respect your audience. Do not use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable at any MPSD location. You should also show proper consideration for others' privacy and for topics that may be considered objectionable or inflammatory – such as politics and religion.
13. Be aware of your association with MPSD in online social networks. If you identify yourself as a school employee, ensure your profile and related content is consistent with how you wish to present yourself with colleagues and the public.
14. Be the first to correct your own mistakes, and don't alter previous posts without indicating that you have done so.
15. Try to add value. Provide worthwhile information and perspective. MPSD is best represented by its people and what you publish may reflect on MPSD.

I, _____, hereby agree to abide by and respect and follow the guidelines and procedures

(Print Name)

noted above for the duration of my employment with MPSD.

Signature: _____

Date: _____