



Staff Computer Acceptable Use

It is our privilege to offer computer and Internet access to staff of Park West School Division. This access is intended to be for school related activities only. We believe that having these services available to our staff will greatly enhance their working environment. Access to this resource is a privilege not a right.

Please carefully read the following:

School Division Network and Internet Access Procedure

School Division computers, software, networks, electronic systems and access to the Internet are intended for educational or research purposes and for conducting valid school business. It is presumed that all School Division computer resources will be used in a responsible, efficient, ethical and legal manner, in accordance with the mission statement and the stated policies and regulations of the School Division.

In order to maintain system integrity and to ensure that users are using the system responsibly, network administrators may, as part of their authorized responsibilities, access any user's network storage area at any time. Users should not expect that files stored on Park West School Division servers would remain private. The following activities are not permitted:

- Sending or displaying offensive messages or pictures
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Making unauthorized repairs or additions, adding software or reconfiguring systems
- Violating copyright laws
- Intentionally wasting limited resources or introducing a virus into the network
- Employing the network for commercial or illegal purposes.
- Downloading of any of the following. (MP3's, Movies, Non Educational Video's, Game installations, Operating system add-ons, Hacking or malicious software)
- Installing or adding software or hardware that is not approved by the technology department.

Terms and Conditions of Computer and Network Access

1. All uses of the Internet and Divisional Computer equipment must be in support of educational purposes.
2. Any use of PWSO equipment and networks used for commercial purposes, advertising, or political lobbying is prohibited.
3. No user shall intentionally damage or mistreat equipment.



4. Users shall not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other users or misrepresent other users on the PWSD system.
5. No user may allow any other person to use or access their account, or share their credentials with any other person, including but not limited to students, other staff members, and substitute teachers. (Unless special circumstances apply.)
6. Malicious use of network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or server is strictly prohibited. No activity deemed as harmful to the system will be tolerated.
7. Hate mail, harassment, discriminatory remarks and other anti-social behaviors are prohibited on the system. All users on the system should use language appropriate for school situations as indicated by schools code of ethics.
8. Use of internet to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the system is prohibited
9. The addition of software or hardware not approved by technology department is prohibited. This includes but is not limited to. File sharing programs, chat programs, Game demos, Installation files, Software updates, Unauthorized Videos or movies.
10. The technology department staff, school administration will make periodic determinations on whether specific uses of the system are consistent with acceptable use policies.
11. I understand that any violation of the division's regulations may constitute a criminal offence depending on the violation.