Purpose:

The South Slave Divisional Education Council (SSDEC) promotes the responsible and ethical use of its computer systems, email, and internet access. These resources provide significant administrative benefits to trustees and staff, as well as educational benefits to students, enhancing communication, record-keeping, learning activities, and research.

SSDEC encourages responsible use of these technologies to support educational objectives while preventing inappropriate use. Users are expected to adhere to the standards and policies outlined in this document to ensure secure and appropriate access to technology resources. For policies regarding personal mobile devices, refer to *Policy IFCC – Personal Mobile Devices*.

General Use:

1. **Purpose of Use**
   SSDEC's computer systems and internet access are intended for educational, administrative, and research purposes. Acceptable activities include communication, record-keeping, learning activities, and research.

2. **Restricted Use**
   Trustees, staff, and students must not use SSDEC systems for commercial, entertainment, or personal purposes during school hours, unless designated as "community access" by the school. SSDEC reserves the right to place reasonable restrictions on the type and quantity of material that users can access or distribute through its systems.

3. **Responsible Online Behavior**
   Users are expected to act responsibly and ethically while using SSDEC technology. Inappropriate use of SSDEC systems, such as accessing illegal, defamatory, or offensive content, is prohibited. Access to the internet is provided for those who agree to use it in a considerate and responsible manner.

4. **Monitoring and Compliance**
   SSDEC has the authority to monitor system usage to ensure compliance with the *Acceptable Use Policy*. Failure to adhere to the guidelines may result in suspended access and disciplinary action.

5. **Mobile Devices**
   For policies specific to mobile devices, including cell phones, refer to *Policy IFCC – Personal Mobile Devices*.

REGULATIONS

1) Guidelines for Trustees, Administration and Staff

   a) All users must comply with *GNWT Informatics Policy Committee Internet Use, Email Use*, and *SSDEC Computer Acceptable Use Guidelines*.

b) Facility managers (e.g., principals, superintendents) are responsible for ensuring staff understand and follow these policies and guidelines.

c) Principals must ensure students in grade 7 and above, and their parents/guardians, read and sign the **SSDEC Computer Acceptable Use Guidelines** waiver before students access school computers.

d) Principals will instruct students on the content and purpose of the guidelines, as well as consequences for misuse.

e) Facility managers are responsible for creating procedures that encourage responsible technology use, including social media.

f) Principals must notify the superintendent and **GNWT Insurance and Risk Management** of any new school websites, providing details such as the web address, purpose, posting rules, and moderation.

2) Website and Platform Responsibility

a) Facility managers oversee any websites or social media platforms they implement, ensuring they are monitored and content that may harm the Council, schools, or staff is removed.

b) Facility managers are accountable for actions on these platforms and must hold users responsible for content that negatively affects the school community.

3) Guidelines for Parents

a) Before student access is granted, parents or guardians must read and sign a contract agreeing to rules for acceptable behavior on the school computer systems, network, and audio/visual equipment.

b) Parents are responsible for discussing acceptable internet use and consequences of misuse with their children.

4) Guidelines for Students

a) Students in grade 7 and above must sign an agreement regarding acceptable behavior when using SSDEC technology systems.

b) Students should also follow any additional instructions from parents on internet restrictions.

5) Unacceptable Uses for All Users

a) **Personal Information**: Posting personal information (e.g., addresses, photos) using SSDEC computers is prohibited. For guidelines regarding mobile devices and recording, please refer to **Policy IFCC**.

b) **Illegal Activity**: Users must not engage in illegal activities using SSDEC systems, including unauthorized system access, or attempts to compromise system security.

c) **Inappropriate Behavior**: Users must not engage in cyberbullying, inappropriate language, or harassment.

d) **System Monitoring**: SSDEC systems are monitored, and users should not expect privacy. The ***Access to Information and Protection of Privacy Act (ATIPP)*** governs data usage.

e) **Resource Usage**: Systems are for educational and administrative use only, and excessive personal use, spamming, or chatting is discouraged.

f) **Plagiarism & Copyright**: Users must respect copyright laws and avoid plagiarism.

g) **Inappropriate Material**: Accessing or displaying inappropriate content is strictly prohibited and must be reported immediately.

h) **Privacy**
    Trustees, staff and students should not expect that data files and communications will be private. All GNWT and SSDEC hardware and software is monitored, and the employer can access anyone's computer, mobile device, work files, Internet/network activity, email accounts and texts. Users should be aware that information transmitted or received is considered a government record and is subject to requests for information under the *Access to Information and Protection of Privacy Act* (ATIPP).

6) Limitation of Liability

a) SSDEC is not responsible for the accuracy or quality of the information obtained through its systems, nor for service interruptions. Users must comply with the terms of service for any systems they access.

Reference to Policy IFCC:
    This policy works in conjunction with ***Policy IFCC – Personal Mobile Devices****.*

Reference: *Informatics Policy Committee Internet Use*
              Informatics Policy Committee Email Use
              Education Act, s.108 (3)
              SSDEC Computer Acceptable Use Guidelines
              Access to Information and Protection of Privacy Act and Regulations
              For personal mobile devices, refer to Policy IFCC – Personal Mobile Devices

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