

## **SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

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<i>Section</i>	PROGRAM	
<i>Policy Name</i>	EMPLOYEE ACCEPTABLE USE OF TECHNOLOGY <i>Management Guideline Applies</i>	602.2
<i>Board Approved:</i> February 19, 2020 June 26, 2018 May 23, 2012	<i>Reviewed:</i> <u>November 12, 2024</u> February 4, 2020 June 5, 2018 May 1, 2012	<i>Review by:</i> December <u>2030.20264</u>

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### **POLICY**

It is the policy of the Superior-Greenstone District School Board to provide authorized employees and service providers with access to the Board's Information Technology systems, including its electronic mail, internet, and voice mail systems when deemed appropriate for educational use. The Superior-Greenstone District School Board is committed to ensuring that Information Technology is used for proper work-related purposes and in a manner that is not detrimental or harmful to the interests of others or that compromise the confidentiality or proprietary nature of information belonging to the Board. Employees will work in an ethical, professional and responsible manner when dealing with technology.

### **DEFINITIONS**

**service** is an organization that provides educational or ancillary services to the Board, for example, a transportation consortium.

is a person who performs any work for, or supplies any services to, an employer for wages (excluding honoraria).

refers to all forms of technology used to create, store, exchange, and use information in its various forms (data, audio, still images, motion pictures, multimedia presentations, and other forms, including those not yet conceived).

means an electronic communications system-, including generative artificial intelligence platforms, connecting computers all over the world through which individual subscribers can interact and share information.

refers to sending an annoying or unnecessary message to a large number of users.

see Appendix A

### **GUIDELINES**

- 1.0 The Board shall maintain electronic mail, internet, and voice mail systems as part of its technology platform. These systems are provided to assist in the conduct of Board business and may be utilized only as directed or outlined by the Board.
- 2.0 All e-mail and internet communications sent and received by employees shall remain the property of the Board. Employee e-mail, internet, or voice mail communications are not private.  
BT/F5 8.304 T1 0 0 1 217.37 192.53 Tm0 G[a]13(r)-4(e)]TET0 G[ar]-3(e)]TET31 53st

- 3.0 The Board reserves the right, without prior notice to the employee, to monitor the Information Technology systems at the work site or in the cloud. The Board may access these systems at any time without prior notice to the employee or service provider.
- 4.0 All users of e-mail, voice mail, and the internet shall abide by generally accepted rules of etiquette, including the following:
- Be polite. Do not be abusive in your exchanges with others
  - Use appropriate language. The use of abusive, harassing, or profane language is prohibited.
  - Do not post chain letters or engage

## Appendix A

For the purpose of this policy,  
criminal activity or other illegal activity.

is interpreted broadly and includes any

The following are

