



Central Okanagan
Public Schools

SD23 Employee Network Agreement

Introduction & Definitions

The Central Okanagan Public School District (**District**) offers telecommunications and network services through wired and wireless connections to local area networks, a District wide area network and the internet (**network services**). These services include but are not limited to internet browsing and publishing, email and voice communications, social media, file management and storage, curriculum software delivery, streaming video, and all emerging services provided through the network services.

All users are expected to read, understand and agree with the terms of the SD23 Employee Network Agreement on an annual basis. The terms and conditions of this Agreement must be accepted by all employees and partner groups prior to receiving authorization to access Central Okanagan School District network services.

Scope of Agreement

The Network User Agreement applies to all technologies and services provided through the network to all schools, offices and District departments of the Central Okanagan School District and includes access from a school, administrative office, home and all other remote sites, from any and all network enabled devices.

Limited Educational and District Purpose

Access to the Internet through District Networks is provided to employees for "limited educational and district business purposes". The educational purpose of the network is to support research and teaching by providing access to unique resources and the opportunity for collaborative communication with other educators and individuals. The district business purpose of the network is the correspondence and information sharing required to support all programs, services, and functions within the Central Okanagan School District. The term "limited" means that the primary purpose of the network is educational, and that as such, educational purposes shall take precedence over all others. The use of the network must be in support of education and educational research, and consistent with the educational objectives of the district and the Ministry of Education.

Security

Employees should consider all network ID and password combinations as strictly confidential information and should not give their ID and password to others under any circumstances. Employees are responsible for all activity on district network accounts. Employees may be subject to discipline if their ID and password are used in violation of this Agreement. Learn more about best password practices on our Learning Technology

Website: <https://www.sd23ltd.com/passwords>

Personal Data / Liability

The District makes no warranties of any kind, either expressed or implied, for the network services it is providing to District employees. The District will not be responsible for any damages suffered while accessing network services. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions, whatever the cause. Use of any information or data obtained through the Internet or other Network services is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

Privacy

Communication over the network should not be considered private and is accessible by the District for legitimate purposes. Network supervision and maintenance may require review and inspection of any records, messages or files.

Privacy in these communications is not guaranteed. The District reserves the right to access records stored on District systems for legitimate purposes at any time.

Conduct

Employees are expected to conduct themselves appropriately at all times when using the network. This includes reference to code of conduct, board policy, Canadian and international laws. Behaviours not considered acceptable on District Networks include, but are not limited to:

- Access, transmission or storage of any material in violation of Board Policy or any Canadian or international regulation or law is not acceptable. This includes, but is not limited to copyrighted material (learn more at <https://www.sd23ltd.com/copyright>), threatening or obscene material, pornography, and material protected by trade secret.
- Use of the network for commercial activities is not acceptable. This means users may not offer or provide commercial products or services, and may not solicit responses to commercial entities.
- Use of the network for online gambling, multi-player network gaming is not permitted.
- Use of the network for political use is not acceptable. The network is not a forum for political debate nor the distribution of political opinions and/or materials.
- Engaging in practices that may threaten, degrade, or disrupt District network bandwidth, network integrity and District telecommunications and computer equipment, both within the District and external to the District.
- Breaching (or attempting to breach) district security systems and measures
- Unauthorized installation of software and/or installing software without authentic software licensing
- Engaging in behaviors that would contravene [Board Policy 351: Respectful Workplace](#).

Freedom of Information and Protection of Privacy Act

Employees should be aware of and comply with the **Freedom of Information and Protection of Privacy Act (FOIPPA)** of British Columbia and **Board Policy 387 – Freedom of Information and Protection of Privacy** while using the network. This includes, but is not limited to:

A. COLLECTION

Personal information can be collected only when permitted under FOIPPA. Once you have established your legal authority to collect personal information, limit any collection to what is relevant and necessary for your program delivery.

Routinely review your personal information collection practices to determine the minimum personal information needed for your operational requirements. Be prepared to justify why particular information is necessary, especially if someone objects to the collection of their information. Don't collect personal information if it isn't necessary.

B. USE

In most cases, you can use personal information only for the purpose for which it was collected, or for a purpose the individual has consented to.

For example, if personal information was collected to administer a program, and it was used for that purpose, this information cannot be used to send that person unrelated promotional material unless they were asked to consent to this secondary purpose.

C. DISCLOSURE

Disclosure of personal information involves providing access to, or the release of personal information externally or internally. The law permits the disclosure of personal information only under certain conditions, which will differ depending on whether the disclosure is international or solely within Canada.

Personal information may only be disclosed on a need to know basis or when you need it to perform your duties. When you make a decision to disclose personal information, consider both the benefit and the potential harm that may result from its release. When you receive requests for personal information from other public bodies, private organizations or elsewhere, it is your responsibility to verify the authority for the disclosure.

D. CUSTODIANSHIP

Employees should be aware that the FOIPPA permits access to records in the custody or control of the School District, subject to limited exceptions. Employees should assume that records created and shared on the Network, including emails, may be accessible by the public and ensure that all such communications are conducted in a professional and respectful manner.

E. PROTECTION OF INFORMATION

Under the FOIPPA, employees are obliged to protect the personal information they collect, use and disclose in the course of their employment. All such information must always be stored securely, including the use of password protections, encryption, locked storage, etc. In particular, employees should take extra precautions to ensure the security of portable devices upon which third party personal information is stored, such as laptops, USB sticks, phones and other portable devices, which are frequently stolen and are easily misplaced. Personal information stored on such devices should be encrypted and such devices should never be left unattended, even in a locked vehicle.

Social Media, Network Services, and Digital Technologies

Employees will review and comply with [Board Policy 386 – Employee Use of Network Services and Digital Technologies](#).

Consequences

The use of the network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. System administrators designated by the District are required to report any suspected breaches of this Agreement. In addition, any employee aware of a violation of this Agreement must report it to the District. Violations may result in a loss of access and/or disciplinary actions. Employees who contravene this Agreement, Board Policy, Canadian and International Laws and applicable standards of behavior expected of teachers, administrators or support staff may also be subject to disciplinary action.

*

I have read and agree to the terms expressed in the SD23 Employee Network Agreement.

Yes

(Please Select)

*

Entering your name digitally in this field is your digital signature that you agree to this form

Submission Date

First Name

Last Name

Email Address

Employee
ID