



Division Finance and Administration	Policy Series 300	Policy # 300.1
Subject Technology	Replaces	
Responsible Authority <ul style="list-style-type: none"> ASSISTANT DIRECTOR OF EDUCATION (FINANCE AND ADMINISTRATION) 	Date Approved December 3, 2010	
	Effective Date January 4, 2011	
<i>Date Reviewed</i>	<i>Date Revised</i>	

300.1(1) Policy Name

Acceptable Use of Technology [Email]

300.1(2) Policy Statement

Nova Central School District develops, implements and maintains technological resources to support learning, communication and the management of information related to the business of the district.

300.1(2.1) All users of the board-owned email system are expected to use it in a responsible, ethical, legal and efficient manner, in accordance with relevant legislation and the district’s mandate and policies, whether during or outside of normal business hours.

300.1(2.2) The use of the board-owned email system is a privilege that can be revoked at any time for inappropriate use. Any use which violates federal or provincial laws and/or district policies may result in:

2.2.1 Loss of access privileges;

2.2.2 Disciplinary measures;

2.2.3 Legal action, including criminal prosecution.

300.1(2.3) The board-owned email system serves as the primary mechanism for business communications at Nova Central School District.

- 300.1(2.4) NCS D reserves the right to prioritize access to, and use of, the board-owned email system.
- 300.1(2.5) Any communication on the board-owned email system may be monitored or searched by a designated district staff person when:
 - 2.5.1 Required for operational needs.
 - 2.5.2 There are reasonable grounds to suspect abuse, non-compliance with district policy/procedures or improper or illegal activities.
 - 2.5.3 Required by court order.
- 300.1(2.6) Email users are expected to take reasonable measures to protect personal/confidential information when transmitting by email, in accordance with procedures developed for this policy and guidelines established by the Technology Division.

300.1(3) Policy Rationale/Purpose

The Nova Central School District is a public body and commits considerable resources to the provision of an efficient and effective technological infrastructure. This system is an integral component in the delivery of educational services and programs, and the management of financial, administrative, human resource and other systems.

This Acceptable Use of Technology Policy (Email) and related procedures are intended to:

- 300.1(3.1) Protect users
- 300.1(3.2) Protect the district's assets and investments
- 300.1(3.3) Safeguard information
- 300.1(3.4) Outline access privileges
- 300.1(3.5) Define expectations and responsibilities of users

300.1(4) References

- 300.1(4.1) Nova Central School Board Governance Policy 5.44: Use of Board-Owned Technology
- 300.1(4.2) Info-Tech Research Group, Email Acceptable Use Policy

300.1(5) Scope

This policy applies to:

- 300.1(5.1) All authorized users of the board-owned email system.
- 300.1(5.2) The use of board-owned email through a NCS D work site in an office or school, or from a remote location.
- 300.1(5.3) The use of board-owned email, whether on board equipment or through the user's equipment or equipment belonging to a third party.
- 300.1(5.4) All NCS D email records.

300.1(5.5) NCSD assumes no liability for direct or indirect damages arising from the user's use of the board-owned email system and services and is not responsible for any third-party claim, demand, or damage arising out of the use of the board-owned email system and services.

300.1(6) Roles and Responsibilities

300.1 (6.1) Responsible Division: **Finance and Administration
(Technology)**

6.1.1 The **Assistant Director of Education (Finance and Administration)** shall be responsible for the implementation, monitoring and revision of this policy.

6.1.2 The **Manager of Information Services** or his/her designate shall be responsible for:

- a) Overseeing the development and management of the board-owned email system for the district;
- b) Establishing standards for the protection of personal/confidential information on the email system;
- d) Authorizing access to the email system;
- e) Reviewing contracts with individuals or agencies to ensure compliance with district policies and procedures when access to board-owned email is required.

300.1(7) Procedures*

300.1(7.1) Account Access, Activation and Termination
300.1(7.2) Expectations and Responsibilities of Users
300.1(7.3) Appropriate Use
300.1(7.4) Inappropriate Use
300.1(7.5) Monitoring and Confidentiality
300.1(7.6) Safeguarding Information

**[Please refer to operational procedures for Nova Central School District.]*

300.1(8) Definitions

300.1(8.1) **Authorized User**

Individuals who are approved by the district for access to the board-owned email system and services, and who have accepted an email user agreement and received an email account and password from the Technology Sub-Division.

- 300.1(8.2) **Email**
Emails are messages, including attachments, sent and received between computers/terminals linked by communications facilities. This includes address information and message content. Emails are considered official records if they contain information and action related to the business of the district. This would include transactions such as those approving or authorizing, delegating, making decisions, and other similar transactions. These must be retained as official records of the district. A general guideline would be to save email records that contain information/documentation similar to what would be saved to a hard copy 'file cabinet'.
- 300.1(8.3) **Transitory Email**
Transitory emails may be deleted at the discretion of the originator and receiver. Transitory email records are only required for limited time to ensure the completion of a routine action or subsequent record. It does not provide evidence of a business activity, decision or transaction, OR it is a draft or duplicate and an updated or final version of the document has been produced. Therefore it is not the official record of a transaction or decision.
- 300.1(8.4) **Inactive Account**
Inactive email accounts do not permit user access to the email contents of their account. The contents of the email account are not destroyed by this action. Inactive accounts can be re-activated when requested by the owner of the email account or his/her manager or school administrator. Email accounts which are inactive for one year will be terminated.
- 300.1(8.5) **Terminated Account**
Terminated email accounts are deleted from the email system and their contents are not able to be accessed. Terminated email accounts cannot be reactivated.
- 300.1(8.6) **Monitoring**
Monitoring of electronic communications means any action involving the review and subsequent analysis of activity on, or use of, a system/electronic network. This may include:
a) The recording of user accounts, user actions
b) Review of sites visited, information downloaded
c) Review of traffic flow and usage patterns
d) Review of emails.
- 300.1(8.7) **Personal Information**
The *Access to Information and Protection of Privacy Act (ATIPPA)* defines personal information as information about an identifiable individual, including:
a) Name, address and telephone number;
b) Race, national/ethnic origin, colour, religious or political beliefs or associations;
c) Age, sex, sexual orientation, marital status or family status;

- d) Number, symbol or other identifier;
- e) Fingerprints, blood type or inheritable characteristics;
- f) Health care status or history;
- g) Educational/financial/criminal history;
- h) Opinions about that person;
- i) The individual's opinion's or views.

300.1(9) Review

This policy shall be reviewed every two years.

300.1(10) School Policy

Schools are required to follow the district's *Acceptable Use of Technology [Email]* policy and procedures.