

Red River Valley School Division
ADMINISTRATIVE PROCEDURE E5 -
ACCEPTABLE USE OF TECHNOLOGY (STAFF)



The Red River Valley School Division Board of Trustees acknowledges the important role that Technology plays in the education of our students and in conducting Divisional business under established guidelines.

The Red River Valley School Division provides students and employees of the Division with access to Divisional technology networks for Internet, electronic mail and other services. The RRVSD believes that the use of such services in the Division will greatly enhance the ability of teachers and staff to provide new and exciting learning opportunities for students. Access is a privilege and not a right. The division reserves the right to confiscate and search any device being used on our property when there is suspicion of policy & procedure violation.

RRVSD School Division Network and Internet Access Procedure

School Division technology, 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 Division technology 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 Division.

Section I - Authorized Use:

- All technology resources provided by the RRVSD are to be used for educational and divisional use only.
- Unauthorized access, disruption and any illegal activity or use of RRVSD resources including electronic data (both from cloud & on-premises), bandwidth and network connectivity is strictly prohibited;

Section II - Security Compliance:

- All RRVSD Staff are responsible for safeguarding technology resources from unauthorized access, theft, damage or misuse;
- Staff must protect and not share their login credentials, passwords, or any other authentication information.
- Non-compliance, mismanagement or breach of security measures and ethical standards, including access to security cameras, VPN account, firewall policies,

Cross Reference:		
Adoption Date: May 13, 2014	Amendment Date: December 12, 2016; March 11, 2019; August 27, 2024	Page: 1 of 4

Red River Valley School Division
ADMINISTRATIVE PROCEDURE E5 -
ACCEPTABLE USE OF TECHNOLOGY (STAFF)



SSO & Multifactor Authentication and encryption protocols is subject for investigation and disciplinary action;

Section III - Internet, Email Usage & Storage:

- The RRVSD and the services provided on rrvsd.ca are wholly owned by the RRVSD. Therefore, the RRVSD reserves the right to review any material on user accounts and to monitor file server space in order to make determinations on whether specific uses of the network are acceptable.
- Internet access is provided for work-related research, communication, and tasks. Employees should exercise discretion and refrain from accessing inappropriate, offensive, unauthorized websites or content and use for personal gain and businesses;
- Saving personal data on-premises and in cloud storage are highly discouraged; The RRVSD has the right and legal authority to evaluate, regulate, investigate, terminate, monitor any stored data.
- RRVSD provided email accounts are to be used for RRVSD purposes only and can be subject to be monitored, audited, opened, locked and terminated if legal basis is found;
- Staff may not post messages that are threatening, harassing or bullying in nature;
- RRVSD has taken precautions to restrict access to controversial materials from the Internet. However, on a global network, it is impossible to control all materials. Accidental exposure to controversial materials may occur, or a determined user may discover controversial information.

Section IV - Software, Licensing & Streaming:

- Only authorized software installed by the IT department can be used on RRVSD provided devices. Employees can not install or download unauthorized software without the approval of the IT department;
- Staff must respect copyright laws and licensing agreements when using software, ensuring compliance with all terms and conditions;
- Any account associated with streaming services that are connected to personal accounts cannot be used on RRVSD premises for public viewing. The "terms of

Cross Reference:		
Adoption Date: May 13, 2014	Amendment Date: December 12, 2016; March 11, 2019; August 27, 2024	Page: 2 of 4

Red River Valley School Division
ADMINISTRATIVE PROCEDURE E5 -
ACCEPTABLE USE OF TECHNOLOGY (STAFF)



usage" of all streaming services explicitly prohibits public viewing. This prohibition applies to all types of movies and programs available on their sites. Therefore, streaming content from personal accounts on school premises for public viewings or performances is strictly prohibited;

- Staff must respect digital copyright.

Section V - Personal Devices, BYOD, and Connectivity:

- Connection of personal devices to the RRVSD network/wifi or systems like cellphone, tablets, iPads, laptop should adhere to company policies and security standards. These devices are only to be connected to the Guest wifi. Non-compliance is subject to blocking.
- Company-owned devices and network connections must not be used for personal financial gain, illegal activities, or any actions that could compromise the security or integrity of the company's systems.

Section V1 - Cell Phone Use:

- The use of a personal device such as a cellphone should be used for educational purposes that focus on teaching and learning for students. During contact time or in a position of supervising students, staff should not use their personal device for personal communication.
- Staff have permission to use their personal device during preps and breaks.

Enforcement:

The division reserves the right to restrict or terminate information network access. The division further has the right to monitor network activity in any form that it sees fit to maintain the integrity of the information network. The division reserves the right to confiscate and search any device being used on our property when there is suspicion of policy & procedure violation.

Review and Updates:

This procedure will be reviewed annually and updated as necessary to reflect changes in technology, security threats, and business needs.

Cross Reference:		
Adoption Date: May 13, 2014	Amendment Date: December 12, 2016; March 11, 2019; August 27, 2024	Page: 3 of 4

Red River Valley School Division
ADMINISTRATIVE PROCEDURE E5 -
ACCEPTABLE USE OF TECHNOLOGY (STAFF)



Acknowledgement:

I acknowledge that I have read and understood the Acceptable Use of Technology Administrative Procedure for Staff. I agree to comply with the procedure and understand that violation may result in disciplinary action.

Employee Name: _____

Signature: _____

Date: _____

Cross Reference:		
Adoption Date: May 13, 2014	Amendment Date: December 12, 2016; March 11, 2019; August 27, 2024	Page: 4 of 4