



Buffalo Trail Public Schools

Employee Responsible Use Protocol & Agreement for Technology Use

The information requested on this form is collected pursuant to Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOI/PPA). The information will be used to establish that employees have an understanding of the policy 303BP Use of Division-Owned Technology and policy 304BP Personal Electronic Devices and the administrative procedures attached to these policies and have consented to the rules and precautions in place for such usage. If you have any questions concerning the collection or use of this information, please contact your school administrator or supervisor.

Buffalo Trail Public School Division provides network resources to all BTPS' schools and office locations using the Division's Wide Area Network (WAN). The network resources are provided for the support of learning for students and staff or to support administrative operations. Research network resources refers to, but is not limited to, Internet access, remote access, e-mail accounts, installed software, personal file storage areas and all hardware attached to the network.

Principles of Use

Please initial each statement to indicate you have read and understand the principles of use.

	All network resources are intended for educational use.
	As the owner of all network resources, Buffalo Trail School Schools has the right to monitor usage.
	Network resources are valuable and should be used appropriately to support the learning and business activities of Buffalo Trail School Schools. Network resources must not be used for purposes that are illegal, unethical or immoral.
	The use of network resources is subject to all policies and practices of both the division and individual schools/sites related to technology, property or conduct. In particular, staff members are expected to abide by the regulations and concepts of Policy 303BP Use of Division-Owned Technology and 304BP Personal Electronic Devices.
	Staff will deliberately utilize thoughtful approaches to the integration of emerging technologies in a safe and transparent manner that benefits student learning.

Activation of the Nine Elements of Digital Citizenship

Users of Division-based network services will have the knowledge, skills and abilities that allow users to:

1. Be able to responsibly participate in a digital society provided to them when they access division network resources.
2. Provide the self-protection required to buy and sell in a digital world.
3. Digitally communicate safely and appropriately through multiple methods.
4. Use digital technology collaboratively and demonstrate critical thinking in its use.
5. Consider others when using digital technologies.
6. Protect the rights of others and be able to defend their own digital rights.
7. Consider the risks (both physical and psychological) when using digital technologies.
8. Abide by the laws, rules, and division policies that govern the use of digital technologies.
9. Be custodians of their own information while creating precautions to protect others' data as well.

Conditions of Use

Please initial each statement to indicate you have read and understand the conditions of use.

	Staff is expected to use network resources to further the mission of Buffalo Trail School Division. Appropriate personal use of the network is permitted, provided the use does not interfere with the user's work performance, interfere with any other user's performance, have undue impact on the operation of the network or violates any policy, guideline or standard of Buffalo Trail Public Schools.
	Staff will not publish on the Internet or in publicly viewed files personal information about themselves or other network users that contravenes the FOIPP Act requirements and guidelines established by Buffalo Trail Public Schools.
	Staff who discover material on the network that is inappropriate are expected to advise their school/department administrator or the Director of Technology Services immediately.
	Staff will only use their assigned login in the manner intended. This includes accessing only network resources assigned to their login. Staff will not use another person's files, output or username.
	Staff is responsible for the security of access (login and password) to their network resources. In particular, it is expected that staff will not share their password with others nor will they leave a workstation where they are logged in. Staff is expected to change passwords as requested. Staff is responsible for problems caused by use of their login by other individuals.
	Staff will not decrease the operation of and access to network resources through inappropriate use of network resources, malicious activity directed against network resources or through unauthorized use of personal program/data files such as executable (.exe), .wav or MP3 files.
	Access to network resources with personal devices is subject to the regulations of Policy 303BP Use of Division-Owned Technology and 304BP Personal Electronic Devices.
	Consequences of inappropriate use of network resources could include loss of network privileges, suspension, financial liability for damages, or disciplinary or legal action.

Acknowledgement

I have read, understand and agree to follow the conditions of this Responsible Use Protocol and Agreement.

Staff Member Name (Print): _____

School/Site: _____

Staff Member Signature: _____

Date: _____

CHECK ALL THAT APPLY

☐ Principal/Assistant Principal

☐ Teacher

☐ IL Coordinator

☐ Administrative Assistant

☐ Counsellor

☐ Learning Commons Facilitator

☐ Educational Assistant

☐ Substitute Teacher

☐ Technology Department

☐ Transportation Department

☐ SIS Department

☐ Facilities Department

☐ Finance Department

☐ VIBE

☐ WOW

☐ Student Teacher (Start Date: _____

End Date: _____)