


Policy Statement	
	Commission scolaire Western Québec Western Québec School Board
Policy No. E-9	
SUBJECT:	The Appropriate Use of Information & Communication
Approval Date: March 29, 2005	Resolution No: C-04/05-214
Revision Date: October 25, 2011	Resolution No: C-11/12-56
Origin: Corporate Committee	

Preface

It is Western Québec School Board policy that authorized individuals use Electronic networks to conduct the business of the School Board, to communicate with employees and with the public, to gather information relevant to their duties, and to develop expertise in using such networks. Directors have an obligation to promote the use of electronic networks in a working environment where unacceptable or unlawful activity is not permitted. They also have an obligation to deal quickly, fairly and decisively with any violations of policy or law.

1. OBJECTIVE

To establish rules governing the appropriate and responsible use of technological resources.

To provide a clear framework for use of information and communication resources by employees, students, parents, volunteers, or other who have access to electronic property of the Western Québec School Board.

To preserve and enhance the School Board's reputation as an educational institution against illegal, abusive, inappropriate and improper use of electronic property and systems.

2. DEFINITIONS

Bookmark: Add favorite pages to a list so you can have quick and easy access to them later.

Chain letter: A letter sent to a number of people asking each recipient to send copies with the same request to a specific number of others.

Discussion group: A group of people who use the Internet to discuss a topic.

Electronic mail or e-mail:	A message sent through an electronic network.
Employee:	Any person who is hired and remunerated by the School Board.
Information technology:	The materials, software, and services used for the collection, treatment, and transmission of information.
Information inscribed in an electronic file:	Information in the form of text, symbols, sound or images for which the access, storage, treatment or communication is only possible through the use of the information technologies.
Internet:	An interconnected system of networks that connects computers around the world.
Internet site:	Place where an Internet host exists and is identified by an Internet address.
Mailing list:	A list of names and addresses to which information is mailed.
Monitoring:	The use of software to track computer activities.
Network:	A system of computers and/or peripheral equipment interconnected by telephone wires or other means in order to share information.
Software:	Programmes designed to carry out a specific operation or operations on a computer.
Spam:	Unsolicited bulk Email “UBE”
Supplier:	A physical or moral person authorized to do business and in a position to enter into a contract with the public administration for the supply of merchandise or services.
Unacceptable activity:	Is any activity that violates this policy.
Unlawful activity:	Includes criminal offences, contraventions of non-criminal regulatory federal and provincial statutes, and actions that make an authorized individual or an institution liable to a civil lawsuit.
Upload or download:	The transfer of stored information or programs between a local computer and a distant computer through an electronic network.

User: Any employee, commissioner, parent, student, staff or other person who used or has access to WQSB's electronic property and systems.

WQSB: The Western Québec School Board

3. POLICY

3.1 Application

This policy applies namely, though not exclusive, to the following:

- e-mail;
- telephone (including voice mail);
- photocopiers;
- facsimile machines (fax);
- computers and all peripheral equipment;
- the use of the Internet;
- all files, whether paper or electronic;
- videoconference;
- the use of information, whether it be processed, communicated or saved by any of these systems.

3.2 Ownership

WQSB is the owner of all information and messages that are created, sent, received, saved, processed or that are otherwise accessible on the electronic property and systems available to users.

WQSB retains the right to verify or remove any information or message that does not comply with this policy.

3.3 Use of Electronic Property and Systems and Prohibited Activities:

Every user agrees to utilize the electronic property and systems of WQSB for the purpose of his/her job-related functions and for academic pursuits only.

3.4 Restrictions Concerning the Content of Messages:

Communications through WQSB's electronic property or systems must not be defamatory, offensive, or illegal. Without limiting the generality of the foregoing, communications must not contain images or comments of a sexual or racist nature, nor any other images or derogatory comments.

3.5 Prohibited Activities:

Users of the WQSB's Electronic property and systems are not authorized to participate in any activities that might damage the WQSB's reputation. Such activities include but are not limited to:

- 3.5.1 the use of software without a licence;
- 3.5.2 any non-authorized attempt to gain access to another computer;
- 3.5.3 to hold, distribute, visualize or exchange pornographic, obscene or heinous material;
- 3.5.4 to send any message that might be discriminatory or constitute harassment;
- 3.5.5 create or distribute chain letters;
- 3.5.6 carry out solicitation not related to the activities of the WQSB;
- 3.5.7 send publicity not related to the activities of the WQSB;
- 3.5.8 register in mailing lists not related to WQSB activities;
- 3.5.9 post, without authorization, information, opinions or comments in discussion groups or on electronic bulletin boards;
- 3.5.10 personal use of online messaging systems must not interfere with job/ education performance;
- 3.5.11 upload or download, transmit, or distribute unlawfully any material subject to a patent or protected by copyright or a trademark;
- 3.5.12 upload or download, transmit, or distribute any confidential or private information or document without prior authorization from WQSB or other relevant authority;
- 3.5.13 access computers or other systems without authorization; damage, alter, or disturb these computers or systems in any manner including knowingly distributing viruses;
- 3.5.14 employ another person's user name or password, reveal user codes or passwords, including one's own, unless expressly authorized to do so;
- 3.5.15 allow a third party to access or to use the WQSB property and systems, to gain access to confidential information or otherwise compromise the security of the electronic systems or use the systems on behalf of a third party without authorization;
- 3.5.16 open email messages addressed to someone else or access someone else's voice box without authorization;
- 3.5.17 send anonymous messages;
- 3.5.18 create telecommunication links without authorization;
- 3.5.19 to appropriate the writings, graphic representations or ideas of another person and represent them as one's own, (that is, without proper attribution);
- 3.5.20 to carry out any illegal activity.

4. CONFIDENTIALITY

Communications on electronic systems are not private and their security cannot be guaranteed. Passwords and user codes are assigned with a view to protecting the confidential information belonging to the WQSB against third party interference and not to confer confidential status on anyone's messages.

- 4.1 When navigating on the Internet, users must remember that sites visited may be verified and compiled for control purposes;
- 4.2 Users must presume that any communications, that is created, sent, received, or saved on the WQSB electronic property or systems may be read or heard by someone other than the person for whom the message is intended;
- 4.3 In particular, users must not send confidential or strategic information through electronic systems unless the highest possible security methods are available;
- 4.4 In order to protect WQSB users of electronic property and systems and the information contained therein, employees must not utilize personal software or software that is not supported by the WQSB unless prior authorization has been received.

5. INFRINGEMENT

Any infringement on the stipulations of this policy, including infringement on the rules concerning confidentiality and security may lead to the suspension of the privilege of access to the WQSB's electronic property and systems, disciplinary measures, reimbursement of costs incurred to the WQSB's, and if necessary, dismissal in accordance with the relevant collective agreements and regulations governing working conditions and/or by law.

6. PERSONAL RESPONSIBILITY

Users are the sole person authorized to use his/her user id. Users are responsible for all electronic mail originating from his/her user id. Reasonable effort on the part of the individual user must be made to report repeated violations of this policy to an administrator.

7. MONITORING

The School Board reserves the right to log network use, to monitor and limit fileserver space utilization by users, to restrict access to external network sites and to monitor e-mail usage, while respecting the privacy rights of users.

8. LIMIT OF LIABILITY

The School Board shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The Board shall not be responsible for restoring any personally installed applications or data deemed as having no educational value.

The Board reserves the right to re-image any Board-owned/leased computer at its discretion.

The School Board shall not be responsible for any unauthorized charges or fees resulting from a user's ability or inability to access the Internet.

REFERENCE DOCUMENTS:

Treasury Board of Canada Policy on the use of electronic networks
Privacy Act
Access to information Act
Charter of Rights and Freedoms
Criminal Code
Copyright Act
Civil Code (Québec)
MEQ Guidelines

Western Québec School Board

Appropriate Use of Information & Communication Technology Resources

User Agreement and Parent Consent

After reading the Western Québec School Board's Appropriate Use of Information and Communication Technology Resources Policy #E9, please complete this form to indicate you agree with the terms and conditions as stated. The policy can be found at http://cswq.wqsb.qc.ca/documents/policies/PolicyE_9.pdf

The signature of the student (and parent/guardian in the case of a minor) and employee is mandatory before students and employees will be allowed access to any WQSB computer or technology-based resources. The form is required to be signed annually for students and once for employees.

User

As a user of the Western Québec School Board's technology hardware, software, networks and Internet access service, I have read and hereby agree to comply with WQSB's Appropriate Use of Information and Communication Technology Resources Policy.

NAME: _____ PLACE OF STUDY/WORK: _____
(PLEASE PRINT)

SIGNATURE: _____ DATE: _____

Parent/Legal Guardian

As parent/legal guardian of the student signing above, I grant permission for my child to access networked computer services such as Internet and email. I have read and hereby agree to comply with the Western Québec School Board's Appropriate Use of Information and Communication Technology Resources Policy and I understand that I may be held responsible for any violations thereof by my child. I understand that some materials on the Internet may be objectionable; therefore I agree to accept responsibility for guiding my child and conveying to him/her appropriate standards for selecting, exploring and/or sharing information and media.

NAME: _____ Email: _____
(PLEASE PRINT)

SIGNATURE: _____ DATE: _____