

POLICY

SECTION:	HUMAN RESOURCES - GENERAL	POLICY:	E-5
TOPIC:	DIGITAL TECHNOLOGY USE BY STAFF	PAGE:	Page 1 of 1
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It is the policy of the District School Board of Niagara to provide safe and secure digital technology in support of education, research and Board business in a manner consistent with the Board's Mission, Vision and Values. The District School Board of Niagara requires all employees to use digital technology in a responsible, respectful and lawful manner. The provision of Digital Technology Use by Staff is a privilege, not an assumed right. All users must take full responsibility for their own actions.

For the purpose of this policy, digital technology is defined as the ever evolving suite of digital software, hardware, computer and network infrastructures (wired, wireless, social media, Internet, Intranet, email, and other emerging technologies) used at the District School Board of Niagara.

Employees have no right of privacy regarding any file(s) maintained in or any communication(s) through the District School Board of Niagara's computer system, including but not limited to, electronic mail, telecommunications systems and electronic data storage devices attached to the network such as flash memory Universal Serial Bus (USB) sticks or portable hard drives, Personal Digital Assistants (PDAs) and cellphones.

For purposes of inspecting, investigating or searching the District School Board of Niagara's computerized files, including but not limited to internet logs, social networks or electronic mail, with just cause, the Director of Education (or designate) may authorize appropriate officials to bypass any applicable personal password or codes in accordance with the best interests of the District School Board of Niagara, its employees, clients, customers, or where ordered to do so by law.

Inappropriate or illegal use of digital technology at the District School Board of Niagara may result in disciplinary sanctions up to and including termination of employment.

References

Policy D-1: Internet, E-Mail and Intranet Access and Use by Students
 Administrative Procedure 1-8: Digital Technology Use by Staff
 Administrative Procedure 4-2: Internet Access and Use Guidelines for Students