

## TECHNOLOGY ACCEPTABLE USE POLICY FOR EMPLOYEES REGULATION

Pembina Trails School Division computers, software, networks, electronic systems and access to the Internet are intended for educational or research purposes and for conducting valid school or divisional business. In order to maintain system integrity and to ensure that users are using the system responsibly, network administrators may, as part of their authorized responsibilities, access any user's network storage area at any time. Users should not expect that files stored on Division servers will remain private. There are no guarantees implied or made regarding the assurance of security, storage or backup of any personal or divisional data. The following activities are not permitted:

- Sending or displaying data in any format which may be deemed to be offensive
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Making unauthorized repairs or additions, adding software or reconfiguring systems.
- Violating copyright laws
- Using another's password or attempting to access another's folders, work or files
- Intentionally wasting any resources or introducing a virus or any destructive data into the network
- Employing the network for commercial or illegal purposes

Employees who exhibit inappropriate behaviour in using divisional computers, software, networks, electronic systems, and access to the Internet will be subject to appropriate discipline, which may include loss of computer privileges, suspension or termination of employment and, or legal action.