

Unacceptable Network Uses

Office Staff

Purpose:

Unacceptable uses of the computer network include, but are not limited to, the following:

1. **Unauthorized release of information:**

- Giving out personal information about another person, including home address and phone number,
- Providing information about, or lists of employees to outside parties;
- Providing confidential information about the Board or its operations to outside parties.

2. **Unauthorized personal use:**

- Use of the computer or network for personal business or commercial or for-profit purposes;
- Product advertisement or political lobbying including the sending of "junk mail", chain letters or other advertising material;
- Downloading entertainment software or other files not related to objectives of the Board for transfer to a user's home computer, personal computer, or other media (including freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Board);

3. **Misuse of Passwords:**

- Revealing a password to any unauthorized person;
- Writing down a password;
- Attempting to discover another user's password;
- Allowing use of employee's account by an unauthorized party including family and other household members when work is being done at home;
- Misrepresenting other users on the network

4. **Unauthorized use or modification of equipment or software:**

- Intentionally modifying hardware, software, files, mailbox, web page other data, or passwords belonging to other users;
- Unauthorized installation of any software, including shareware or freeware;
- Malicious use of the computer or computer network to develop programs that harass other users or infiltrate a computer or computing network and/or damage the software components of a computer or computing network;
- Making unauthorized entry to other computational, information or communications devices or resources;
- Any activity that uses significant bandwidth unless specifically authorized by the network administrator (e.g. establishing connections to live communications, including voice and/or video, streaming radio, voice communications and other similar uses);
- Introduction of malicious programs into the network or server (e.g. viruses, worms, Trojan hours, email bombs, etc.)
- Effecting security breaches or disruptions of network communication, including but not limited to, accessing data of which the employee is not an intended recipient or logging

- into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties.
- Employees are responsible for division equipment this includes but is not limited to take home privileges. Under no circumstances should employees' family and or children change settings or download software to division laptops.

5. Improper, objectionable or unethical actions:

- Creating or circulating hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviours;
- Using the computer network services in a malicious, threatening or obscene manner;
- Use of the computer network to access or process pornographic material or other inappropriate text files (as determined by the network administrator or building administrator) or files dangerous to the integrity of the local area network;
- Use of profanity, obscenity, racist terms, or other language that may be offensive to another user;
- Sending forged or anonymous email or postings;
- Any form of harassment via email, telephone or paging, whether through language, frequency or size of messages;
- Using Board resources for any activities that are offensive or perceived to be offensive to others.

6. Misuse of Copyright:

- Downloading, copying, or otherwise duplicating and/or distributing copyrighted materials without the specific written permission of the copyright owner, except when permitted for educational purposes;
- Installation or distribution of products that are not appropriately licensed for use by the Board.

Also see: AP480 Acceptable use of Computer Network – Office Staff