

Section G: Personnel

GCSA Employee Digital Device and Internet Use

Region 8's digital devices, printers, networks and internet access are provided to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and school staff. This policy and the accompanying rules also apply to digital devices issued directly to staff, whether in use at school or off school premises.

Employees are allowed to use privately-owned digital devices at school with prior authorization only, provided that they comply with this policy and the accompanying rules (GCSA-R).

1. Personal Use of School Digital Devices

School digital devices, printers, network and internet services are provided for purposes related to school programs and operations, and performance of their job responsibilities. Incidental personal use of school digital devices is permitted as long as such use: 1) does not interfere with the employee's job responsibilities and performance; 2) does not interfere with system operations or other system users; and 3) does not violate this policy and the accompanying rules, or any other Board policy, procedure or school rules. "Incidental personal use" is defined as use by an individual employee for occasional personal communications which do not interfere or conflict with his/her job responsibilities.

2. Policy and Rules are Mandatory

Compliance with the school's policies and rules concerning digital device use is mandatory. An employee who violates this policy and/or any rules governing use of the school digital devices shall be subject to disciplinary action, up to and including termination. Illegal use of the school digital devices, network or other technology will also result in referral to law enforcement.

3. No Right to Privacy

Region 8's digital devices remain under the control, custody and supervision of the school at all times. The school reserves the right to monitor all digital device and internet activity by employees. Employees have no expectation of privacy in their use of school digital devices, printers, network, and internet services.

4. Notification of Policy and Rules

Employees shall be informed of this policy and the accompanying rules through handbooks, the school website, and/or other means selected by the Director. It should be understood that it is the employee's responsibility to read and understand these policies and rules annually.

