

Responsible Use of Technology Resources Protocol Staff

PURPOSE

Sturgeon Public School Division provides staff with technology resources that support teaching, learning or administrative operations. Technology resources refers to all resources on the Division network including, but not limited to, Internet access, email accounts, installed software, personal file storage areas, and all hardware attached to the network.

PRINCIPLES OF USE

- All technology resources are intended for education and administrative use.
- As the owner of all technology resources, the Division retains the right to monitor their use.
- The use of technology resources is subject to all policies and procedures of both the Division and individual schools/sites related to technology, property, or conduct.

CONDITIONS OF USE

- Staff is expected to use technology resources to further the mission of the Division. Personal use of these resources is NOT permitted.
- Staff are encouraged to consider the responsible and ethical use of Artificial Intelligence (AI) tools for professional creation of materials. Staff who choose to use AI tools will:
 - Ensure no student identifying information is uploaded into any type of AI tool.
 - Acknowledge using AI if the content is generative and large parts will be used as new ideas, content, or shared as facts or statements.
 - Do so in a manner that upholds a commitment to privacy, safety, ethical, and professional standards, demonstrating the importance of digital citizenship and thoughtful application of technology.

- Staff will ensure that publishing of any personal information about themselves or other network users on the Internet or in publicly viewed files meets the FOIP guidelines established by the Division.
- Staff who discover inappropriate material on the network are expected to advise their school administrator and/or the Deputy Superintendent Education Services.
- Staff will use their assigned login only in the manner intended. This includes accessing only network resources assigned to their login. Staff will not use another person's files, output, or credentials.
- Staff are responsible for the security of access (login and password) to their network resources and will not share the credentials with anyone.
- In order to protect personal and corporate identities, staff must adhere to the password protocol which includes password history limitations and password age, length, and complexity.
- Staff will not decrease the operation of or access to technology resources through inappropriate use of technology resources, malicious activity directed against technology resources, or unauthorized use of personal program/data files.
- Staff will follow the procedures in [AP 300: Security of Personal and Division Information](#) and [AP 870: Responsible Use of Technology Resources](#).
- Consequences of inappropriate use of technology resources could include loss of network privileges, suspension, financial liability for damages, and disciplinary or legal action.
- In the event of damage to a resource, the school or department will be responsible for the cost of repair, remediation, or replacement (whichever is deemed most feasible) of the resource(s) that is/are damaged. It is at the discretion of the Principal or head of the department if the cost is to be transferred to the individual responsible for the damage.
- Examples of Technology Resources

Below are examples of what items fall under the classification of technology resources:

Desktop PC Computers	Scanners	Speakers
Laptop or Notebook Computers	Document Cameras	Digital Camera
Chromebooks	Monitors	Media/DVD Player
Mobile Phones	Hallway Displays	Printers and 3D Printers



iPads and other Tablets	Gymnasium Audio/Visual Equipment	Web Cameras
Interactive Displays – LOFT	Desktop Phones	STEAM Robotics
Multimedia Projectors	Keyboards/Mice	Account Login

ACKNOWLEDGEMENT

I understand and agree to follow the conditions of this Responsible Use Protocol. I have read [AP 300: Security of Personal and Division Information](#) and [AP 870: Responsible Use of Technology Resources](#) and understand these procedures.

Staff Member Name (Print): _____

Staff Member Signature: _____

Date: _____

REFERENCE

[Administrative Procedure 300: Security of Personal and Division Information](#)

[Administrative Procedure 721: Teachers and Professional Development](#)

[Administrative Procedure 727: Support Staff and Professional Development](#)

[Administrative Procedure 865: Information and Communication Technology](#)

[Administrative Procedure 870: Responsible Use of Technology Resources](#)

[Administrative Procedure 875: Personal Electronic Devices](#)