



Adopted: 2015-02-03

Policy EGA

## EMPLOYEE USE OF INFORMATION COMMUNICATION TECHNOLOGY & SOCIAL MEDIA

### Information Communication Technology

It is the policy of the New Frontiers School Board (NFSB) to provide safe and secure Information Communication Technology (ICT) in support of education, research, and School Board business. The NFSB requires all employees to use ICT in a responsible, respectful, and lawful manner. The use of these technologies by employees is a privilege and not an assumed right. All users must take full responsibility for their own actions.

For the purpose of this policy, “Information Communication Technology” is defined as the ever-evolving array of software, hardware, computer and network infrastructures (whether wired or wireless, intranet or internet), communication media (e.g., social media, email), user data and other emerging technologies used at the NFSB, whether board-owned/hosted or privately owned/hosted.

Employees have no right of privacy regarding any data or communications residing on or passing through any NFSB ICT systems, including but not limited to electronic mail, mobile devices (USB drives, portable hard drives, tablets, smartphones, etc. This includes the use of personal devices when connected through the NFSB’s networks.

For purposes of inspecting, investigating or searching the NFSB’s computerized files, including but not limited to internet logs, social networks or electronic mail, the Director General (or delegate) may authorize appropriate officials to bypass any applicable personal passwords or codes in accordance with the best interests of the NFSB, its employees, students, clients, customers, or where ordered to do so by law.

Inappropriate<sup>1</sup> or illegal use of ICT at the NFSB may result in disciplinary actions up to and including termination of employment.

### Social Media

The New Frontiers School Board is committed to supporting employee use of ICT and social media to interact knowledgeably and responsibly as connected learning and fluency in ICT are recognized as important aspects of 21st century life. ICT and social media create new opportunities for extending and enhancing education when used responsibly and professionally, and its use by employees is recognized as a valuable means to engage colleagues, parents, and students in dialogue aimed at achieving student success.

The NFSB recognizes that all employees are role models and that parents entrust them with the duty to educate their children. The use of social media has the potential to affect this trust and, as such, it is expected that social media will be used appropriately. All staff members are expected to represent themselves in social media in the same professional way they would represent themselves in person. All employees must maintain ethical standards of care, trust, respect, and integrity. NFSB employees will model good Digital Citizenship practices.

Inappropriate or illegal use of social media at the NFSB may result in disciplinary actions up to and including termination of employment.

---

#### <sup>1</sup> Appropriate Use

Usage that is consistent with relevant federal and provincial laws and regulations that govern the use of the computer and information technology systems of the Board (e.g. Copyright Act, Education Act, Privacy Legislation, Human Rights Code, and Criminal Code. In addition, use must be consistent with Board policies and procedures at all times. Users are expected to use the Board’s Internet and e-mail services in a responsible and ethical manner consistent with the educational, informational and recreational purposes for which they are provided. Users will be subject to disciplinary action for misuse of the e-mail or Internet systems. Misuse of these systems may also, in some instances, subject the Board to lawsuits.