



## USE OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) - PERSONNEL

Information and communication technology (ICT) includes computers, telephones or Smart phones, printers, scanners, tablets and any devices used to access, create, store, edit, and distribute information digitally. Many Divisional operational systems are supported by ICT resources. These include communications and reporting, financial management, human resources, and student data collection and reporting. In addition to these systems, many Division education programs are supported by ICT initiatives and resources.

The effective use of information and communication technology is essential in achieving the Division’s goals and objectives. Staff are provided appropriate technology based resources and are supported through appropriate training. Personnel shall use ICT resources in a responsible and ethical manner, according to Division policy and all applicable provincial, federal and copyright legislation.

Regulations for the use of ICT by personnel are attached.

Information: [F.1.L – Use of Information and Communication Technology \(ICT\) - Students](#)  
[G.1.A – A Safe and Inclusive Learning Environment](#)

Adopted September 1, 2009	Revised November 5, 2013	Revised October 6-7-2014
Revised September 22-23, 2016		



## USE OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) - PERSONNEL

The regulations outline the responsibilities of staff who use the Division's information and communication technologies. Inappropriate use and the consequences of such misuse are also outlined.

### 1. Responsibilities

#### a. Staff

All staff must be aware that they are responsible for using all Division information and communication technology in a responsible and ethical manner. Division employees will gain a fundamental familiarity with copyright legislation (see Exhibit E.1.H-EX2 – Fair Dealing Guidelines). Specifically, staff shall:

- i. sign the attached Use of Information and Communication Technology Employee Agreement (E.1.H-EX1) acknowledging their responsibility to use ICT in an appropriate manner,
- ii. review this policy annually,
- iii. be aware that all files on Division servers are the property of Frontier School Division and not the private property of an individual employee,
- iv. be aware that the Division ICT may be monitored by the Division for abuse or diagnostic purposes,
- v. recognize that, while the Division allows personal banking on Division systems because of remoteness and lack of access, the Division does not ensure privacy or security for online financial transactions,
- vi. acknowledge their responsibility to remain current on ICT used in the performance of their duties and their responsibility for taking appropriate training as directed,
- vii. report, in writing, any breach or contravention of this policy to their immediate Principal/supervisor and ensure that appropriate disciplinary action is taken.

#### b. Supervisors

In addition to the requirements in a. above, Principals/supervisors shall:

- i. ensure that this policy is reviewed by all staff on an annual basis,
- ii. ensure that the duties of staff do not conflict with ICT policies or regulations,
- iii. determine the need and arrange for ICT training for their staff,
- iv. ensure the school's code of conduct addresses cyberbullying.

**2. Inappropriate Use of ICT**

Inappropriate use of ICT includes, but is not limited to, the following activities:

- a. sending or displaying data in a format which may be deemed to be offensive,
- b. harassing, insulting or attacking others,
- c. damaging computers, computer systems or computer networks,
- d. making unauthorized repairs or additions, adding software or reconfiguring systems,
- e. violating copyright laws,
- f. using another’s password or attempting to access another’s folders, work or files,
- g. intentionally wasting any resources, or introducing a virus or any destructive data into the network,
- h. employing the network or any attached devices for illegal purposes,
- i. using Frontier School Division systems to violate Division policies, provincial or federal laws,
- j. accessing Frontier networks or other ICT resources without minimum security precautions (Anti Virus, etc.) taken, as outlined by Frontier,
- k. installing software licensed by the Division on personal devices without authorization by the Assistant Superintendent – Technology.

**3. Consequences of Inappropriate Use**

Personnel who use Frontier School Division ICT inappropriately will be subject to disciplinary action. Depending on the nature and severity of the inappropriate use, disciplinary action may include the loss of computer privileges, suspension, termination of employment and/or legal action.

Information: [Council of Ministers of Education - Copyright](#)

Adopted September 1, 2009	Revised November 5, 2013	Revised September 22-23, 2016
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## USE OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EMPLOYEE AGREEMENT

**Notes:**

1. This agreement must be signed by all employees and returned to the Principal/supervisor.
2. The completion of this agreement is a condition of employment.
3. The signed agreement will be kept in the employee’s personnel file located in the Human Resources Department.

**Employee’s Name** \_\_\_\_\_

**School or Department** \_\_\_\_\_

**Supervisor** \_\_\_\_\_

I have read the Frontier School Division policy, E.1.H, on Use of Information and Communication Technology – Personnel. I understand the policy and agree to the responsibilities outlined in it. I also understand that if I misuse the Division’s ICT resources, I will lose ICT privileges and could face additional disciplinary and/or legal actions, up to and including termination.

I understand the Division shall not be responsible for the support, repair or replacement of any personal ICT devices.

\_\_\_\_\_  
Employee Signature

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Date

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## FAIR DEALING GUIDELINES

The fair dealing provision in the *Copyright Act* permits use of a copyright-protected work without permission from the copyright owner or the payment of copyright royalties. To qualify for fair dealing, two tests must be passed. First, the “dealing” must be for a purpose stated in the *Copyright Act*: research, private study, criticism, review, news reporting, education, satire, and parody. Educational use of a copyright-protected work passes the first test. The second test is that the dealing must be “fair”. In landmark decisions in 2004 and in 2012, the Supreme Court of Canada provided guidance as to what this test means in schools and postsecondary educational institutions.

These guidelines apply to fair dealing in non-profit K-12 schools and postsecondary educational institutions and provide reasonable safeguards for the owners of copyright-protected works in accordance with the *Copyright Act* and the Supreme Court decisions.

1. Teachers, instructors, professors, and staff members in non-profit educational institutions may communicate and reproduce, in paper and electronic form, short excerpts from a copyright-protected work for the purposes of research, private study, criticism, review, news reporting, education, satire and parody.
2. Copying or communicating short excerpts from a copyright-protected work under these Fair Dealing Guidelines for the purpose of news reporting, criticism, or review should mention the source and, if given in the source, the name of the author or creator of the work.
3. A single copy of a short excerpt from a copyright-protected work may be provided or communicated to each student enrolled in a class or course
  - a. as a class handout;
  - b. as a posting to a learning or course-management system that is password protected or otherwise restricted to students of a school or postsecondary educational institution;
  - c. as part of a course pack.
4. A short excerpt means:
  - a. up to 10 per cent of a copyright-protected work (including a literary work, musical score, sound recording, and an audiovisual work);
  - b. one chapter from a book;
  - c. a single article from a periodical;
  - d. an entire artistic work (including a painting, print, photograph, diagram, drawing, map, chart, and plan) from a copy-right protected work containing other artistic works;
  - e. an entire newspaper article or page;
  - f. an entire single poem or musical score from a copyright-protected work containing other poems or musical scores;
  - g. an entire entry from an encyclopedia, annotated bibliography, dictionary, or similar reference work.
5. Copying or communicating multiple short excerpts from the same copyright-protected work with the intention of copying or communicating substantially the entire work is prohibited.
6. Copying or communicating that exceeds the limits in these Fair Dealing Guidelines may be referred to a supervisor or other person designated by the educational institution for evaluation. An evaluation of whether the proposed copying or communication is permitted under fair dealing will be made based on all relevant circumstances.
7. Any fee charged by the educational institution for communicating or copying a short excerpt from a copyright-protected work must be intended to cover only the costs of the institution, including overhead costs

For assistance in matters pertaining to copyright contact the Library Services Coordinator located in the Winnipeg Office. For assistance in matters pertaining to intellectual property contact the Assistant Superintendent of Technology in the Winnipeg Office.

Adopted November 5, 2013

Revised September 22-23, 2016