



**KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD**

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**Section: Human Resources**

**Professional Activities**

**Regulation: CODE OF CONDUCT FOR  
EMPLOYEES TECHNOLOGY  
AND INTERNET USE BY EMPLOYEES**

**Regulation Code: HR-5.3.1  
Policy Code Reference: HR-5.3**

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on or accessed using Board technology and/or the Board's network. For this reason, employees have no reasonable expectation of privacy in such information and should not use Board technology to store information that they do not wish the Board to access.

- 3.5 Employees will report any hardware, software or security problem immediately to the helpdesk. Unnecessary demonstration of any hardware, software or security problem to other users is prohibited, as is intentionally finding or exploiting security gaps, experimenting on the school's network, or using the Board system in such a way as to disrupt the use of the system by other users.
- 3.6 Employees will familiarize themselves with and respect copyright laws and licensing agreements. Employees will not plagiarize works (i.e. text or images they find on the Internet), nor will they use another person's property without that person's prior approval or proper citation.
- 3.7 Employees will not install freeware or unlicensed software. If employees install unauthorized software they will be responsible for any acceptable use policies associated with this software, and any costs to the Board as a result of binding the Board to this software.
- 3.8 Employees will not use Board technology or personal computing devices and/or the Internet:
  - 3.8.1 to run a business, pursue unauthorized commercial purposes or financial gain unrelated to the business of the school Board; or to offer or provide goods or services, or to advertise products;
  - 3.8.2 to conduct or assist to conduct political campaigns for municipal, provincial or federal elections, including advocating for or against specific candidates;
  - 3.8.3 to communicate or divulge inappropriate private or personal information about individuals;
  - 3.8.4 to conduct illegal, unethical, or malicious acts;
  - 3.8.5 to access or process pornographic material or inappropriate text files; and/or



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In accordance with the above, the Board may access all the information and data contained on Board technology and/or the Board's network. For this reason, employees have no reasonable expectation of privacy in information stored or accessed on Board technology and should not use Board technology to store information that they do not wish the Board to see.

### **6. Disclaimer**

All users of the Internet having access through the Board's computers, facilities, schools, offices or network must recognize that Kawartha Pine Ridge District School Board does not accept any responsibility for the use or misuse of information acquired, as well as any situations, issues and/or litigation that might arise from the unauthorized use of Board technology or use of Board technology in contravention of the rules set out in this administrative regulation.

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Established: November 12, 2002

Revised:

May 22, 2012

February 23, 2017

March 28, 2022