![STEO logo - Student Transportation of Eastern Ontario]	**Policy**	Policy # **POL700**
Title: **Acceptable Use of Computers and Internet-Intranet Technology**		
Section: **Information Technology**	Approved Date **April 16, 2013**	Revised

Associated Documents: TSP700: Acceptable Use of Computers and Internet-Intranet Technology Procedure; TSP700A STEO Employee Agreement for the Acceptable Use of Computers and Internet/Intranet Technology; POL701: Electronic Communications System Policy; TSP701: Electronic Communications Systems Procedure; POL702: Computer Network Security Policy; TSP702: Computer Network Security Procedure.

1.0 PURPOSE

To govern the appropriate use of technology in the Student Transportation of Eastern Ontario's community and work environment.

2.0 DEFINITIONS

2.1 **Internet** means global electronic communications system connecting computers all over the world through which individual subscribers can interact and share information.

2.2 **Intranet** means a network of computer servers holding and sharing information that is accessible only from within an organization.

2.3 **Digital Citizenship** refers to the norms of appropriate and responsible behaviour with regard to technology use.

2.4 **Electronic Device** means portable or stationary equipment which can be used for the purpose of communication, data management, entertainment, word processing, accessing a wireless network, internet or intranet access, image capturing/recording, sound recording, information transmitting/receiving and accessing technology.

2.5 **Supervisor** refers to supervisors, and managers.

2.6 **Social media** refers to online social interaction, using a variety of highly accessible, web- based and/or mobile technology or electronic devices for communication and/or interactive dialogue.

2.7 **Technology** refers to electronic content, data, communication, and equipment.

2.8 **User** means all staff, and temporary employees i.e., any person using STEO technology equipment or personal electronic devices in STEO's work environment.

3.0 RESPONSIBILITIES

3.1   GM/CAO, managers/supervisors are responsible for:

(a) Ensuring that staff is aware of STEO policy.

(b) Instructing and modeling for staff, the appropriate use of technology.

3.2   All users are responsible for:

(a) Ensuring that technology is used in accordance with STEO policies and procedures.

(b) Using technology in a responsible and ethical manner consistent with the purposes for which it is provided.

4.0 POLICY

4.1   STEO recognizes the benefits that technology can bring to support staff development, communication with parents and contractors , and other administrative and operational activities aligned with the core business functions of STEO.

STEO supports and encourages responsible use of technology through the following nine principles of digital citizenship:

(a) **Digital Access:** Equity of access is essential to the effective use of technology in both the learning and working environment.

(b) **Digital Commerce:** Technology users must be competent consumers when engaging in the purchase of goods and services online by ensuring transactions are made on appropriate and secure sites, and that all transactions involve the legal exchange of goods, services or information.

(c) **Digital Communication:** Technology users must recognize the wide variety of communication mediums available to them, and must consider the most appropriate time, place, and method, when collaborating and communicating with others.

(d) **Digital Literacy:** Technology users must be accepting of new and changing technologies and willing to learn and use them in the workplace and in the learning environment.

(e) **Digital Etiquette:** Technology users must recognize that certain activities that are acceptable for personal use may not be appropriate in other settings. Users must inform themselves of the standards of conduct or procedure of organizations when using their technology.

(f) **Digital Law:** Technology users must be aware that their online actions are subject to real world consequences if they are considered illegal, for example, hacking, illegal downloading, plagiarizing, or stealing someone's identity.

(g) **Digital Rights and Responsibilities:** Technology users must recognize the basic digital rights and responsibilities extended to all users.

(h) **Digital Health and Wellness:** Technology users must recognize both the physical and psychological effects long-term technology use can have, for example, eye strain, repetitive stress syndrome, the impact of reduced physical activity, or internet addiction.

(i) **Digital Security (self-protection):** Technology users must recognize the importance of protecting themselves in an environment where technology is shared by diligently backing up data, keeping computers password protected, and not sharing passwords or personal information with others.

4.2   STEO technology is provided for administrative purposes. Users are expected to utilize STEO technology in a manner that is in keeping with the values and expectations of STEO and in compliance with all federal and provincial laws and regulations. Users who are given access to STEO's technology, its electronic devices, or who use their own technology or personal electronic devices in the STEO work environment, whether connected to the STEO or non-STEO networks, are required to know and abide by this policy in order to ensure that all technology is being used in a safe, legal, and responsible manner.

4.3   All use of technology, Internet and Intranet involving STEO equipment or personal electronic devices in STEO's learning or work environment shall support classroom activities and/or professional duties or career development. All users are to exercise appropriate digital etiquette that would be suitable to a workplace or school environment.

4.4   STEO supports efficient, ethical and legal utilization of technology and Internet resources. STEO has the right to monitor the individual uses of technology in the learning or work environment. The smooth operation of the network is dependent upon user adherence to the guidelines and limitations outlined in accompanying STEO procedure.

5.0 SPECIFIC DIRECTIVES

5.1   GM/CAO, Managers and Supervisors shall promote and encourage thoughtful and responsible use of STEO or personal technology and electronic devices through staff development sessions with employees, and shall provide guidance, support and instruction.

5.2   All users who are not employees of STEO who apply for access to this technology and service shall agree in writing to abide by this policy and accompanying STEO procedure before access is granted.

5.3   With greater connectivity and access to the Internet, including Social Media, comes the availability of material that may not be considered appropriate in STEO learning or work environment. GM/CAO, Managers or Supervisors in the work environment shall make employees aware of expectations for use of internet and intranet and other technologies and shall guide and monitor employee use of technology in accordance with this policy.

5.4   The IT Coordinator shall be responsible for the content, copyright and protection of privacy on all web pages created for the department.

5.5   STEO technology resources and all data stored on STEO technology are owned and may be accessed by STEO. STEO collects data to assist in monitoring the health of technology. Data stored on STEO technology may be reviewed, monitored and accessed by STEO as needed; in accordance with the Municipal Freedom of Information and Protection of Privacy Act; and/or without notice to the user where there are reasonable grounds to believe that the user breached any applicable policy or law and notification may frustrate the purpose of the search.

Information stored on personally owned devices is the responsibility of the device owner/user. However, personally owned devices used on STEO property for displaying, storing, sending or creating fraudulent, harassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise unlawful materials may result in investigation and/or disciplinary action including police involvement where required.

Where there is reason to believe that technology has been used in STEO's working environment in a manner that contravenes this or any STEO policy or procedure, or provincial or federal law, the use will result in an investigation and necessary action will be taken where appropriate and in accordance with relevant STEO policies, procedures, employee codes of conduct and/or employment contracts.

6.0 REFERENCE DOCUMENTS

The Education Act, as amended, Section 170

M. Ribble, "Digital Citizenship: Using Technology Appropriately" www.digitalcitizenship.net