



# Riverside School Board

Policy Name:	Use of Riverside School Board Technological Resources
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## 1. Objective

Riverside School Board acknowledges the importance of having technological resources available to its students, employees, interns ("*stagiaires*"), volunteers and commissioners.

The objective of this policy is to establish a general framework applicable to users of the school board's technological resources and to ensure an accessible, secure, and reliable environment. This policy upholds the educational mission of Riverside School Board, is in line with relevant laws and regulations, and maintains the school board's integrity as a responsible educational institution.

## 2. Legal Framework

This policy is to be interpreted in accordance with, but not limited to the following:

- The Civil Code of Québec
- The Canadian Charter of Rights and Freedoms
- The Quebec Charter of Human Rights
- The Copyright Act
- The Act Respecting Access to Documents held by Public Bodies and the Protection of Personal Information
- Riverside School Board's policies, directives, guidelines, procedures, and statements

## 3. Definitions

- **Artificial Intelligence (AI)**

Technology that enables computers and machines to simulate human learning, comprehension, problem solving, decision making, creativity and autonomy.

- **Cloud Computing**

Servers that are accessed over the Internet, and the software and databases that run on those servers.

- **Computer Network or Telecommunication Network**

A system composed of electronic devices and communication equipment that allow the exchange of information in different formats.

- **Copyright**

Rights granted by law to a copyright holder. The definition of 'exclusive right' means that only the copyright holder can publish, produce, reproduce, perform, or display publicly, by means of technical resources or any other means, translate, adapt, or remake their work, in part or in whole, or authorize an individual to do so. Execution of any of the above without the authorization of the copyright holder constitutes a violation of copyright law.

- **Courseware**

Programs designed for educational purposes such as the teaching of a subject or method, or the acquisition of knowledge.

- **Electronic Communication**

Messages transmitted electronically through email, chat text, post, videoconferencing, and any other software applications.

- **Information Technology (IT) Compliance**

The process by which organizations ensure they operate within a specific set of privacy and security requirements, guidelines, and best practices.

- **Internet**

Global data network system of telecommunication resources and interconnected computer servers and clients enabling users to exchange electronic messages and multimedia information and data. It is achieved using a common Protocol that enables peer-to-peer sharing of messages by independent data packet.

- **Network Administrator**

Person responsible for ensuring the efficient operation of one or many servers, databases, or the network in general.

- **Personal Information**

Information concerning a natural person that directly or indirectly enables that person to be identified as defined by Riverside School Board's "Directive Relating to the Governance Rules of the Riverside School Board Regarding Personal Information".

- **Social Media**

Social media is digital technology that allows the sharing of ideas and information, including text and visuals, through virtual networks and communities.

- **Software Application**

Programs needed to operate an information processing system on a device.

- **Software Package**

A complete and documented set of programs supplied to users for a generic application or function.

- **Technological Resources**

Includes, but not limited to servers (virtual or physical), computers, tablets, video conference units, SmartTVs, computerized workstations, etc. and their unit or peripheral accessories used for reading, storage, digital reproduction, printing, transmission, reception and processing of information and all telecommunication and telephony equipment.

- **User**

Youth and adult students, employees, interns (“stagiaires”), volunteers and commissioners.

#### **4. Use of Riverside School Board Technological Resources**

##### **4.1 Use for Work or Study**

- Access to technological resources is provided to users for the purpose of teaching activities, acquisition of knowledge, management, communication, administrative tasks, and community support within the performance of their duties that are consistent with fulfilling the mission of the school board, its schools, and centres.
- The email assigned by Riverside School Board shall be used solely for Riverside School Board business.
- The user bears the responsibility of costs incurred for restoring equipment to its original state, and for lost or damaged equipment; the amount will be determined by the school board.

##### **4.2 Personal Use**

Personal use of the technological resources of the school board is authorized under certain conditions, namely:

- The network’s performance for other employees or the user himself must not be adversely affected;
- The pedagogical activities of student-users or activities of any other students must not be adversely affected;
- Personal data including files, images and videos should not be stored on Riverside School Board devices and/or server/cloud storage.

#### **5. Rights and Obligations**

##### **5.1 Users of Technological Resources are required to:**

- Respect the privacy of individuals as well as the confidential nature of information by ensuring that any messages, images, videos, or other digital content shared through applications, social media, or AI tools.

- Respect the security measures installed on devices provided by Riverside School Board containing information that needs to be protected.
- Respect IT compliance requirements with respect to personal devices that use the Riverside School Board network.
- Respect proper netiquette and established codes of conduct.

## **5.2 Respect of Copyright and Intellectual Property**

- The user must, at all times, respect copyright law and intellectual property law in accordance with the Copyright Act pertaining to:
  - Text, graphical, video and audio content circulating on Riverside School Board's network (i.e. files, e- mails);
  - Text, graphical, video and audio content posted on Riverside School Board's network;
  - Downloading of software from Websites, FTP or any other sites;
  - Purchase and installation of software using any means of data storage;
  - Use of a logo or trademark.
- In certain instances, the following actions may contravene compliance with laws governing copyright and intellectual property:
  - Downloading a file;
  - Digitizing a printed document;
  - Editing a third party's photography or text;
  - Posting music and video on the Web or Social Media;
  - Posting a third party's artistic work where the work is protected by copyright.
- The reproduction of courseware, software or software packages is authorized for the Department of Technology but only as a means of security copies and in compliance with the provisions of the license.
- Users must respect the confidential content of messages circulated on the network and must not intercept, read, modify, or delete a message that is not addressed to him or her unless specifically authorized to do so by the recipient or a network administrator.
- The use of artificial intelligence (AI) tools and applications within Riverside School Board must comply with all copyright and intellectual property laws, including but not limited to the reproduction, modification, and sharing of content.

## **5.3 Respect of Users' Privacy**

The school board reserves the right to access its systems without prior notice when there is suspicion of illegal activity or concerns about system performance.

## **5.4 Protection of Personal Information Held by the School Board**

Information contained in technology resources is confidential when the information is of a personal nature or when it is information held by the school board under the Act

Respecting Access to Documents held by Public Bodies and the Protection of Personal Information or the Civil Code of Québec.

## **5.5 Unauthorized Conduct**

Use of technology resources for unauthorized or illegal purposes is strictly forbidden, including but not limited to:

- Using another person's account, credentials, or identity without explicit authorization.
- Downloading, storing, or sharing files, images, or videos that contain obscene, sexually explicit, violent, defamatory, hateful, discriminatory, or otherwise unlawful content.
- Spreading false or misleading information, harassment, bullying, threats, or practical jokes that could harm individuals or disrupt the school environment.
- Sending unsolicited advertisements, chain messages, or promotional content, as well as conducting private business transactions using school board technology.
- Accessing or participating in gambling or betting websites and applications.
- Engaging in software piracy, including the unauthorized downloading, sharing, or use of copyrighted music, games, or software, or attempting to hack, disrupt, or disable any information system.
- Installing or using malware, spyware, or other unauthorized software to damage, compromise security, or harm the reputation of an individual, the school board, or its schools and centers.
- Accessing online gaming sites unless they are part of a structured, supervised educational or extracurricular activity approved by the school board.

## **6. Violation of the Rules**

Users who violate the provisions of the rules established by Riverside School Board may be subject to penalties and sanctions as per the rules and regulations of the board, disciplinary measures prescribed by regulation, collective agreements governing personnel, schools' codes of conduct and security measures governing students.

## **7. Responsibility**

All Management is responsible for implementing this policy within their respective schools, centres, and service departments.

## **8. Coming into Force**

This Policy shall come into force on XXX.