



Beautiful Plains School Division

INTERNET / EMAIL / TECHNOLOGY EQUIPMENT GUIDELINES FOR ACCEPTABLE USE BY STAFF

Employees of Beautiful Plains School Division are provided with an email address. Email is used extensively as a means of communication for staff, schools and the Division. Staff should regularly check their email.

Employees of the Division may find themselves in a position to utilize division owned technology equipment offsite and/or after school hours at home. It is the expectation of the Division that this equipment be used in a manner that adheres to the guidelines and prohibitions outlined in this form. As well it is the expectation of the Division that the equipment be cared for and utilized in a manner which adheres to all applicable laws and that its usage reflects a high degree of professionalism.

Please read the conditions outlined in this Guideline for Acceptable Use By Staff and return the application form (on reverse) to the school division office. A copy of the form will be returned to you once your account is assigned and set up. The account gives email access at your employment site or at any computer with an internet connection. The guidelines below apply to both internet and email use. Additional details can be obtained from the Division Office.

Please note that your email account is not private and may be viewed by the Division.

GUIDELINES

1. The person to whom the account is issued is responsible for its use. (Do not give out your password.)
2. Division internet and e-mail services are intended to support your work as a Beautiful Plains School Division employee. They are not to be used for commercial or illegal purposes.
3. This account provides the ability to use e-mail at home or at school for school purposes only.
4. In order to ensure smooth system operations, the System Administrator(s) have the authority to monitor internet and e-mail use. Users should not expect that files stored on the Division server are private or secure.

PROHIBITIONS

The following practices are NOT acceptable:

- Sending, displaying or soliciting offensive messages, pornographic material, jokes, messages which constitute hate messages, or messages that are discriminatory in nature.
- Using obscene language
- Harassing , insulting or attacking others
- Re-posting personal communications without the original author's consent
- Violating copyright laws
- Using others' addresses
- Trespassing in the folders, documents
- or files of others

INTERNET AND E-MAIL APPLICATION AND USE AGREEMENT FOR STAFF

I have read the Internet and Email Guideline for Acceptable Use by Staff and agree to comply with the conditions of use. (see reverse)

Further, I understand that any violation of these conditions will result in the cancellation of my account or other sanctions as warranted.

DATE: _____

EMPLOYEE NAME: _____

EMPLOYEE SIGNATURE: _____

EMPLOYEE POSITION: _____
(Teacher, Educational Assistant, Custodian, etc.)

SCHOOL: _____

EMAIL ACCOUNT NAME: _____
(Division Office Personnel to complete)

Go to Division Website at www.bpsd.mb.ca and click on Staff email.

Default password is Password123

Please change your password immediately. (Your password must have 3 of the 4 following characters: uppercase, lowercase, symbol, and number.)

Instructions can be found on the Division website - click on "A new email program...Download a help sheet in .pdf format here."