



**Rationale:**

Computing equipment and software are integral to the delivery of a sound educational program. In order to support the equipment provided to staff members some clear regulations must be developed.

**Policy:**

Appropriate computing equipment and software will be provided to staff in order for them to perform the tasks of their position as determined by CISDV administration and management. This equipment is property of CISDV, and is to be used for professional purposes.

**Regulation**

All CISDV supplied computing equipment (desktop computer, laptop, tablet, smartphone, etc) is subject to a number of limitations and regulations on its use. These are to make sure that the equipment is usable, supportable, and is in compliance with legislation and regulations. Computers provided will be to subject to the standards of the school in which they are used.

[Note: the standard of what type of computer is used and supported at each school is set by the schools (Mac Vs PC, laptop vs desktop) to keep a consistent environment within the school]

- 1. Computers are provided for professional use.**
  - a. Staff computers are provided primarily for professional use. They are property of CISDV. Except for incidental use, they are not for personal use.
- 2. Hardware.**
  - a. These computers are property of CISDV, and are not to be altered or repaired without prior approval. Such modifications could violate warranties or service agreements, or render the machine unusable.
- 3. Software.**
  - a. Computers are generally provided with software sufficient to do most tasks. Additional software may be needed for more specific purposes, and can be dealt with as required via a IT ticket request for service.
  - b. All software installed on CISDV computers MUST have a documented and appropriate license, and be installed by an IT staff person or their designate.
  - c. Additional software must not destabilize the machine, making it unusable for its other primary task. Software that destabilizes a staff computer will be removed.



**4. Copyright and legal use**

- a. All software, images, and other content on staff computers, or used for instructional purposes, must not violate copyright laws.
- b. At no point are these machines to be used for any illegal activity. This can include copyright violation, unauthorized access of other systems (hacking), distribution of illegal content, or violation of any other laws or regulations.

**5. Privacy**

- a. Staff computers are provided for CISDV use. Though there is some expectation of confidentiality, privacy cannot be guaranteed. Approved IT technical staff may have access to company computers, devices, networks, and content.

**Portable devices.**

Staff may be provided with portable devices such as laptop computers, tablets, smartphones, eReaders, etc. In addition to the regulations above, due to the nature of portable devices, there are some specific guidelines for use of portable computing devices.

**1. Portable devices assigned to individuals**

- a. All portable devices will be signed out to individuals. The model and serial number of the device will be recorded, along with the name of the person it is being assigned to.
- b. In addition, there may be a specific use agreement to clarify the responsibilities of the assignee.
- c. When devices are returned, they will be recorded as returned and any damage, deficiencies or issues noted.

**2. Security of the device**

- a. The person assigned a portable device will be responsible for avoiding loss or theft. This includes not leaving the device unattended in open areas such as: open classrooms, restaurants, visible in a parked car, etc.
- b. Where possible, the device will be provided with a lock mechanism to secure the device especially when not in use.

**3. Security of data**

- a. Wherever possible, confidential information should not be kept on a portable device.
- b. If it is unavoidable, wherever possible, any confidential information on a portable device should be stored in an encrypted form.



**4. Backup of data**

- a. Schools will provide backup services for information on CISDV owned portable devices. This could be Folder synchronization when on-site, network shares, “cloud” storage, external storage (USB or data cards), or any combination.
- b. Notwithstanding a., the person assigned the device should also take steps to make certain their data is backed up, including periodically checking that the integrity of their backed up data.

**Approval of specific exceptions:**

Exceptions to the Staff computer policy may be granted. The need for the exception must be clearly documented (i.e non-standard equipment for a specific purpose) and be acceptable under the law. Exceptions will be granted by the IT manager, in consultation with one or any of the school principal(s) involved, the superintendent, and the IT steering committee.

**Privacy and security statement**

All communications are subject to Privacy legislation (FOIPOP and PIPA) as well as other CISDV policies.

By law in Canada, all business-related communications are property of the business (CISDV, in this case) and though there is some expectation of confidentiality (that communications will not be re-diverted or used inappropriately), they cannot be considered truly private.

Reference:	Approved
	Date Approved: March 2013
Cross-reference:	Date(s) Revised: