

5440 Notre Dame West, Montreal, QC H4C 1T9 Tel: (514) 846-0019

www.jlac.ca

EMSB Policy Code DG-25: INFORMATION AND COMMUNICATION TECHNOLOGIES –
ACCESS AND APPROPRIATE USE

These procedures apply to the use of laptop or chrome book devices owned by the English Montreal School Board (EMSB). Students are expected to follow these procedures and should have already read and signed EMSB Policy Code DG-25.

Summary of Policy

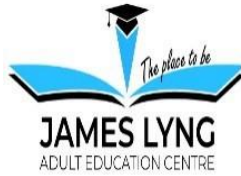
- 1) Adhere to and agree with the Policy by either formal signature or through electronic acceptance;
- 2) Refrain from using anonymous Internet services;
- 3) Refrain from creating, accessing, storing, sending, distributing or printing any material which is generally considered to be obscene, pornographic, erotic, sexually explicit, racist, abusive, discriminatory, hate-motivated, harassing, threatening, demeaning or otherwise objectionable in imagery or language;
- 4) Take reasonable precautions to prevent unauthorized access to EMSB ICT Systems. Such precautions include keeping login identifiers and passwords confidential, and locking or preventing unauthorized access to your computer when left unattended for extended periods of time;
- 5) Refrain from storing personal files on EMSB equipment;
- 6) Copy files to central network storage to ensure the data is backed up. ITS provides data recovery services only for work-related files stored on network storage;
- 7) Report to ITSecurity@emsb.qc.ca any material received or stored in any manner (text, images, sound, etc.) which appears to be in violation of the Policy;
- 8) Respect and protect personal and confidential information regarding themselves and others;
- 9) Refrain from harming, attempting to harm, or destroying EMSB data;
- 10) Refrain from obtaining, by any means, access to any system, service, privilege or electronic material to which they are not authorized;
- 11) Refrain from violating Canadian copyright laws;



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- 12) Refrain from installing unauthorized software on EMSB-managed computers;
- 13) Refrain from using Peer-to-Peer Services (P2P) or any evolution thereof;
- 14) Respect all laws and policies which specify appropriate use of computers and other telecommunications equipment;
- 15) Refrain from using EMSB ICT Systems, for personal monetary gain. This includes but is not limited to the solicitation of funds, advertising and selling of goods or services of any type unless such an activity is sanctioned by the School Board as represented by Director of the service or department of the employee;
- 16) Request permission from School or Centre Principals or consult the School Board Marketing and Communications Officer, as applicable, before releasing information that may appear to be sanctioned by the EMSB or is linked to official EMSB web sites;
- 17) Refrain from transmitting unsolicited bulk information (SPAM), including junk mail, advertising, jokes, solicitation, chain letters, virus alerts, etc.;
- 18) Ensure that non-EMSB devices are connected to the private EMSB network at any of its facilities only after authorization, by making a request via email to ITSecurity@emsb.qc.ca at least five (5) business days prior to the required.

I _____ understand that I am personally and monetarily responsible for any damage to or loss of any laptop computer, electronic devices and/or related equipment and accessories due to intentional vandalism or negligence.

I _____ understand that a violation of the terms and conditions set forth in this agreement may result in the restriction and/or termination of my access to laptop, computers, and other related ICT equipment.

SIGNATURE: _____

DATE: _____



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