

- Users shall ensure devices are updated regularly with approved software and security patches that are deployed by the School District.

Personal Use:

- Incidental personal use of School District's information and communication systems and resources is permitted, provided it does not interfere with the user's duties or the operations of the School District.
- Personal use shall comply with all School District policies and applicable laws.

Prohibited Uses:

- Users shall not engage in activities that are illegal, unethical, or that could harm the School District's reputation or operations
- Prohibited activities include, but are not limited to, unauthorized access, distribution of malicious software or content, and use of resources for personal gain.
- Unauthorized software installation or tampering with device configurations is prohibited.

Resource Management:

- The School District will manage its information and communication systems and resources to ensure their efficient and effective use in compliance with Administrative Procedures, while safeguarding against cybersecurity risks and ensuring that users take proper care of district-issued devices.
- Regular audits and reviews will be conducted to ensure compliance with this policy.

Privacy and Records Management:

- Users shall respect the privacy of others and adhere to School District's privacy, records management policies, and School District's records and information retention requirements.
- Records created and stored on School District's systems are subject to access under applicable privacy laws.
- Records and information stored on School District technology and communication devices are the property of the NVSD Board of Education.
- Any communications sent or received on School District devices, including email, text messages, Teams messages, voicemails, and messages transmitted through third-party applications, are considered official School District records and may be subject to access under the Freedom of Information and Protection of Privacy Act (FIPPA).

Definitions

Board of Education: The North Vancouver Board of Education, the corporate body with the authority and responsibility to govern the North Vancouver School District and the local delivery of public education.

Procedures: The Administrative Procedures enacted by the Board under this Policy.

Records: Any paper or electronic media used to store or record information, including but not limited to paper and electronic records, books, documents, drawings, maps, letters, photographs, audio or visual recordings, computer files, email and correspondence, but does not include a computer program or other mechanism that produces records.

Staff: All persons employed or engaged by the School District, including independent contractors and volunteers, to carry out its operations.

Student: Any person enrolled as a student in the School District.

User: Any person who utilizes School District Information and Communication Systems and Resources.

Incidental Personal Use: Any brief, infrequent and minor personal activity that occurs in a context where the primary purpose of the device is professional or official. Brief, infrequent, and minor personal use that occurs when the primary purpose of the device remains professional or work-related.

Related Policies

- [Policy 106: Statements of Mandate, Vision, and Values](#)
- [Policy 302: Student Conduct](#)
- [Policy 506: Employee Code of Conduct](#)
- [Policy 601: Access to Student Records](#)
- [Policy 609: Information and Communication Systems and Resources - North Vancouver School District](#)
- [Policy 611: Privacy](#)
- [Policy 612: Records Management](#)

Resources

- British Columbia Freedom of Information and Protection of Privacy Act (FIPPA), R.S.B.C. 1996, c. Part 3
- British Columbia School Act, R.S.B.C. 1996, c. 412 sections 9, 79(3)
- Student Records Disclosure Order (M14/91)

Annual Review

This policy shall be subject to an annual review to assess its compliance with current laws and regulations.