

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
INTERNET AND INFORMATIONS SYSTEMS USE: STAFF AND STUDENTS	IJNDC

I. POLICY

The Board of the Louis Riel School Division (Division) believes it essential to articulate clear expectations for proper use of the Division’s hardware, software, networks, databases, files, storage (on-premises and cloud based), website, e-mail, social media or other systems, including without limitation those systems that support and host the network (all of which are referred to herein as the “Facilities”) by all employees, students and other users (referred to collectively as the “Users”) of the Facilities. Accordingly, the Board mandates all Users of the Facilities to respect the **GUIDELINES** and **PROCEDURES** below.

II. GUIDELINES

A. Purpose

The purpose of technology in the Division is to allow all users to be more productive and efficient. More specifically, its purpose in the Division is to support learning. The use of technology and communication resources has become an integral part of teaching and learning in all curricula. Technology assists learners in solving problems, communicating and collaborating with others, and gaining the critical and creative thinking skills necessary to become contributing members of their communities.

B. Ownership of Facilities

The Facilities belong to the Division. Users are given access to the Facilities to help them perform their job duties, support educational objectives and further the mission statement of the Division.

C. Use of Facilities

All use of LRSD Facilities is at the discretion of the Division.

D. Access

Users may access the Facilities at any time. Users may access Facilities from a personal device at the discretion of the Division. Access will be terminated at the end of an individual’s employment or enrolment with the Division.

E. Code of Conduct

Students and parents (guardians) must complete the [K-8](#) or [9-12](#) Acceptable Use Agreement prior to having access to the Divisional network. Staff are obliged to abide by [Policy GBEB –](#)

Adopted:	April 12, 2005	Legal References: The Public Schools Act 41 (1.5), 41.1 (b.2), 47.1 (2)
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[Divisional Standards for Employee Conduct](#) as well as documents supporting this policy, notably:

- Artificial Intelligence Guidelines [Link to be inserted Spring 2026]
- Data Governance Charter [Link to be inserted Spring 2026]
- [Intimate Image Protocol](#)
- [Supporting Appropriate Use of Professional Social Media Administrative Protocol](#)

F. Credentials

Users may not disclose passwords to any third party.

G. Inappropriate Disclosure

In communicating with others, Users must maintain an appropriate level of confidentiality consistent with applicable laws, policies, and professional standards, regardless of the communication medium used.

H. Harassment and Non-Discrimination Policy

All Division policies, including those prohibiting harassment and discrimination, apply to Users and use of the Facilities.

I. No Expectation of Privacy

1. The Division may monitor, audit, review and edit any information or materials related to a User’s activities using the Facilities (“User Information”). Users’ use of the Facilities is not to be considered private.
2. Users consent to the Division determining and ensuring compliance with this Policy:
 - a) to prevent a breach of this Policy;
 - b) to protect the School Division, its staff, students and third parties from unlawful use or abuse of the Facilities; and/or
 - c) to comply with any legislation, regulation, or government, regulatory or investigative agency request.
3. Users should be aware of the following, which concerns the collection, use and disclosure of User Information:
 - a) The Superintendent or designate is responsible for the management of User Information and trains all relevant staff how to appropriately collect, use, and disclose User Information.
 - b) The Division limits the collection of User Information to that which is necessary to enforce this Policy.
 - c) User Information is not sold or provided to third parties, other than to law enforcement agencies having the legal right to acquire such User Information or as necessary to respond to access requests made under [The Freedom of Information and Protection of Privacy Act](#).
 - d) User Information is securely stored where and/or when possible.
 - e) User Information may be altered for security reasons or for code of conduct violations.
 - f) If Users have concerns about the accuracy of their User Information, they should contact the Director of Information Systems.
 - g) Users are entitled to copies of their User Information, upon request, when possible. Users who believe that their User Information is inaccurate may so advise

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the Director of Information Systems and ask that it be amended. When the Division and the User do not agree upon how to amend the User Information, the Users' concerns will be noted.

- h) User Information may be archived after termination of access at the discretion of the Information Systems Department.

III. PROCEDURES

A. Compliance Monitoring

1. If the Superintendent of Schools or designate reasonably believes that a User has breached this Policy, The Director of Information Systems will, in consultation with the Superintendent of Schools or designate, be authorized to investigate that person's User Information to determine if a breach of this Policy has occurred.
2. The Division may monitor, audit, review and edit any User Information to enforce this Policy or other Division policies.
3. The Director of Information Systems (or designate) is the only individual authorized to actively monitor the Facilities.
4. Breaches of this policy will be addressed in accordance with [Policy JK – Supporting Student Behaviour](#) or [Policy GCQF/GDQD – Progressive Discipline](#), as applicable, and may be subject to other legal action.

B. Liability

The Division is not responsible for and shall not be held liable for any damages resultant of any conduct, content, communications and services available on or through the Facilities.

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