

TRUSTEE LAPTOP AND PRINTER USE AGREEMENT

This information is obtained for the purpose of providing access for the named person to St. James-Assiniboia School Division computers and network services. Trustee agreements will be retained by the Secretary Treasurer and are subject to the Freedom of Information and Protection of Privacy Act.

1. I, (print name) _____ wish to use a SJASD

☐ laptop

(enter name/type here)

☐ printer – black and white

(include type and what is provided i.e. paper, ink here)

2. I wish to use the SJASD Information Technology Infrastructure for e-mail and the Internet, as well as other information services.

3. In consideration of the St. James-Assiniboia School Division providing me with access to standard issued SJASD owned devices noted above, and access to the SJASD IT infrastructure, I agree to abide by the following terms and conditions as set out in this Agreement.

4. I understand that unacceptable use of the computer network includes, but is not limited to, the following:

- loading, sending, accessing, or filing any material that breaks any federal, provincial, or municipal legislation, Division policy and any international agency regulations,
- loading, sending, accessing, or filing any material that breaches copyright or trade secrets,
- loading, sending, accessing, or filing any obscene or threatening material, either written or in picture form, including but not limited to information that contains or promotes pornography, racial supremacy, hatred of people, slanderous or libelous material, or violation of human rights,
- using Divisional IT Infrastructure without permission for commercial or profit reasons, including advertising products,
- loading, downloading, or running any software programs or services onto Division computers or onto the Division network without permission from the Technology Department
- loading, downloading, or running any software programs or services onto any external or portable device without permission from the Technology Department.

5. I agree that the SJASD Board of Trustees, through Board Motion, may, if necessary, access, view, and monitor any material on my account or in my files on the network equipment.

6. I agree that all electronic communication related to the SJASD mandate and function is in the custody

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7. and control of the organization and is a record of the organization.
8. I agree that I am responsible to avoid accessing unacceptable material and, if I should do so accidentally, I am to leave that site or file immediately.
9. I agree that I may only load or download software on Division owned computers or onto the network after obtaining permission from the System Administrator to protect the integrity of the network.
10. I agree to follow Network Etiquette as follows:
- use only language that is appropriate to a school or other professional settings. Do not swear, use vulgarities, or other inappropriate language,
 - do not reveal my password, personal address, wifi password, or phone number, or those of others if I know them,
 - network accounts are to be used only by the authorized owner of the account,
 - treat others' data with respect. Do not attempt to modify or harm the data of another user,
 - use my electronic communication with care; it is not necessarily private. People who operate the system do have access to server files with appropriate authority
 - use the network in such a way that it will not disrupt the use of the network by other users, including any intentional waste of supplies or damage to hardware or software,
 - understand that illegal activities are strictly forbidden.
11. I understand that I must abide by the SJASD Computer Network Acceptable Use administrative procedure and any procedure on computer use and ask for an explanation of these procedures.
12. I understand that once I am no longer active as a Board Trustee, whether it be due to leave of absence, suspension, retirement, or end of term, that I am to return all devices to SJASD and that they will be returned to an original equipment manufacturer state, if it is being purchased, in accordance with standard IT procedure. The onus will be on the Trustee to save any personal documents, photos etcetera that may be saved on the laptop prior to returning it to the IT Department.
13. I acknowledge that repairs and maintenance will be provided by SJASD technicians only during my active term.

I am signing below to show that I agree to use the computer network and services in accordance with this agreement:

Trustee's signature

Date

*Signature of Board Chair
(On behalf of SJASD)*

Date

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