

ASL Translation (To Follow)

Notice Regarding ASL Translation - Please be advised that the translation of this policy into American Sign Language (ASL) is provided for accessibility purposes. While every effort has been made to ensure the accuracy of the ASL translation, it may not match the written policy word for word. In the event of any differences in interpretation between the written policy and the ASL translation, the written policy will apply.

Chapter 3 Operations Management

3.2 Technology Resource Acceptable Use Policy

Policy Statement

The Atlantic Provinces Special Education Authority recognizes the need to provide employees with technology resources for the purpose of their work. This policy outlines the expectations of APSEA employees and states the permitted use of APSEA-provided technology resources.

Definitions

Authorized Users – APSEA employees provided with technology resources and access for the purpose of work on behalf of the organization.

Information Technology (IT) – Refers to the concept and field of computer systems, software, programming languages, and data and information processing, and storage. More specifically, it references the department at APSEA that oversees this area of the organization.

Technology Resource - A computing device such as a laptop, desktop computer, mobile device such as a cell phone and/or tablet etc. It also encompasses APSEA Information Technology (IT) system, network, software, and other related pieces of hardware (e.g., speakerphones, web cameras, keyboards). All these resources are the sole property of APSEA.

Policy Objectives

This policy was established to ensure acceptable and efficient use of APSEA electronic devices and networks to support enhanced collaboration and communication thereby improving the effective delivery of APSEA programs and services. This policy and associated procedure(s) will define the acceptable use of APSEA technology resources and provide a framework that enables consistent application of practices across APSEA.

Application

This policy applies to all part-time, full-time, and casual employees of APSEA or any contractor or vendor who, as a part of their working arrangements, is required to use and/or access APSEA technology resources.

Policy Directives

The dynamic growth of internet-connected devices and services creates specific requirements regarding how APSEA employees use technology resources for both APSEA business and personal use. The intent of this policy is to promote responsible and ethical behavior in an environment that is productive and safe for all users of APSEA technology resources.

APSEA recognizes that access to electronic networks and devices, including the internet, is essential to working and can enhance productivity, communication and collaboration and encourage the sharing of knowledge and expertise to support our work. The APSEA Information Technology (IT) department will be the primary source of reference and expertise on the issuance of appropriate devices and levels of access to employees, based on the requirements of their position, accessibility needs, and specific recommendations of their direct supervisor.

Acceptable Use

Those individuals who are eligible to use APSEA technology resources are expected to do so following the terms of this Policy and accompanying Procedure. The acceptable use of APSEA electronic networks, devices, internal and external tools, and services will support the delivery of APSEA programs and services, and allow for optimal performance of work duties, enhance collaboration, augment professional development opportunities, and allow for limited and reasonable personal use.

Accountability

All APSEA Employees

APSEA employees are responsible for understanding and following all APSEA policies and documents related to the use of APSEA technology resources. Questions regarding this policy should be directed to the IT Department.

Any known non-compliance with APSEA's Technology Resource Acceptable Use Policy will be addressed. Given APSEA's scope, some violations may go unnoticed. Employees should be aware that this does not mean APSEA condones unacceptable use.

Superintendent/Directors/Supervisors/Managers/Coordinators

As APSEA Leadership Team members, these individuals are responsible for implementing

APSEA's Technology Resource Acceptable Use Policy. Leadership Team members will take reasonable measures to bring this policy to the attention of all employees and ensure directives are being followed.

Monitoring

- The Superintendent of APSEA or their designate will review this policy annually.

References

- APSEA Employee Mobile Device Agreement Form
- Remote Work Arrangements Policy
- 3.4 Social Media Policy
- 4.3 Respectful Workplace Policy
- 4.5 Occupational Health and Safety Policy
- Relevant Collective Agreements
- APSEA Digital Resource Request Procedure and Forms

This is an operational policy designed to supplement other APSEA operational policies and is not intended to replace or preclude them. If a situation occurs where there is a conflict between application of this operational policy and any other APSEA operational policy, the policy most specific to the situation will apply.

Approval Dates

Approved: February 2025

Reviewed/Revised: