



### **Rationale:**

Electronic communications are extremely powerful and prevalent tools in use everywhere today. When used for professional purposes, they can be extremely useful, but care must be taken to keep a separation between professional communications, and personal communications: In general, this policy and regulations are to retain the separation of personal and professional communications.

### **Policy:**

All electronic communications by CISDV employees for CISDV purposes are property of CISDV. Appropriate accounts will be created for the use of resources, and those resources must be used appropriately for all official communications.

### **Regulation**

#### **1. Appropriate use of categories of technologies:**

Electronic communications fall into a number of broad categories. The list below covers a number of them, but is by no means exhaustive.

- **Email**– For school purposes, all employee of CISDV are provided with an email account. These accounts are for communication within the school and external to the school: i.e. to vendors, parents, students, etc. Do not use personal accounts for work purposes.
- **Instant messaging** (Google chat, iChat, AIM, and others) – IM use within the school should be limited to other CISDV employees, and using only CISDV internal accounts. Use of IM externally is not recommended.
- **SMS** (Texting) - SMS should be work related. SMS with parents and students is strongly discouraged.
- **Audio/Video Conferencing** (including Google Chat, iChat, Webex, Goto Meeting, etc.). Internal use of Video and Audio conferencing is encouraged for both administrative and educational purposes within the CISDV, and should use CISDV issued accounts and credentials.
- **Social media** (Facebook, Google+, Twitter). Social media communication for school purposes should use accounts or pages created using CISDV credentials specific for Schools purposes. Details of this use are covered under a more specific Social Media policy and guidelines.



**2. Approval of specific exceptions to regulations:**

Exceptions to the Electronic communications policy may be granted for specific projects. The need for the exception must be clearly documented. Exceptions will only be granted by the IT manager, in consultation with one or any of the school principal(s) involved, the superintendent, and/or the IT steering committee.

Typically, exemptions could be granted for:

- Automated emergency notification systems (SMS, Email, Twitter)
- Homeschooling/remote campus support (Email, IM, A/V conferencing)
- Professional development (Any)

**3. Privacy and security**

By law in Canada, all business-related communications are property of the business (CISDV, in this case). All communications are subject to Privacy legislation (FOIPOP and PIPA) as well as other CISDV policies.

Though there is some expectation of confidentiality (that communications will not be re-diverted or used inappropriately), they can not be considered truly private.

Reference:	Approved
	Date Approved: March 2013
Cross-reference:	Date(s) Revised: