



BCeSIS Usage Agreement

The goal of this agreement is to help ensure network facilities are used in a responsible, efficient, ethical, and legal manner in accordance with the Freedom of Information and Protection of Privacy Act (FOIPPA), Ministry of Education and School District policies and procedures. Issues of confidentiality take on critical importance when it comes to electronic information systems.

BCeSIS provided a new level of communication regarding student information. Under no circumstances should user disseminate confidential personal information to anyone who is not covered by an acceptable use agreement. Great care must be taken even when sending confidential information to individuals who are covered by the acceptable use agreements. Security and confidentiality need to be extremely high concerns for all BCeSIS users.

Acceptable uses of the network are activities that are in compliance with those outlined in the attached Policy No. 17. In order to be issued BCeSIS access privileges, all users must have completed the BCeSIS training relevant to their positions and FOIPPA training. The person in whose name access is issued is responsible at all times for its proper use.

Access is made available only so long as the use complies with Policy No. 17, the information contained in this agreement, and other Ministry of Education and School District rules.

All use of BCeSIS may be tracked. Use of the system by any individual, may be monitored or reviewed by the school district or BCeSIS system administrator(s) without prior notice.

While privacy and confidentiality are paramount concerns for users of BCeSIS, it is also important that all users conduct themselves in a responsible and ethical manner while using BCeSIS.

DECLARATION OF UNDERSTANDING AND ADHERENCE

I have read and understand the information contained in this agreement and I agree to abide by these terms. I understand that the school district, the Ministry of Education or its contracted service provider may monitor my use of the system and that my communications are not considered private. All communications may be recorded and stored for archival retrieval.

I understand that if I violate the terms of agreement, I could be subject to disciplinary action, including the loss of access privileges and other sanctions. Illegal acts may also subject users to prosecution by provincial and federal authorities.

Name: _____

School Location: _____

Signature: _____

Date: _____