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**Technology acceptable use for employees**

Pine Creek School Division computers, software, networks, systems, and internet access are intended for educational and research purposes, and for conducting valid school or divisional business.

In order to monitor system integrity and responsible use, network administrators may, as part of their authorized responsibilities, access any user's network storage at any time. Users should not assume that files stored on Division servers or other storage platforms will remain private. The Division does not guarantee the security, storage or backup of any personal or divisional data.

The following activities are not permitted:

- Sending, storing or displaying any data that may be deemed offensive
- Harassing, insulting or attacking others
- Damaging computers, software, networks or other IT components
- Making any unauthorized repairs or additions, adding software or reconfiguring systems
- Violating copyright laws
- Using another's password or code to access data
- Intentionally wasting resources or introducing a virus or any destructive data into the network
- Using the network for illegal or commercial purposes

Employees who exhibit inappropriate behaviour in using Division computers, software, networks or other IT systems or system components will be subject to appropriate discipline, which may include loss of privileges, suspension or termination of employment, and/or legal action.