Information – Fact Sheet

Appropriate Use of Information/Communication Technology and Technology Services

First Class, E-Mail, Internet and Wireless Usage and Access by Employees

Noted below are suggestions and items of interest to those who use the employer's First Class e-mail system, those who access the Internet and wireless services at their worksite.

You should read and be aware of:

Trillium Lakelands District School Board "Procedure:"Appropriate Use of Information / Communication Technology and Technology Services" BU-3036 – Review Date 2017. This is located in the Business Operations section of TLDSB Policies and Procedures.

"E Mail Guidelines" posted on First Class – TLDSB Infobase – see Subject – posted by Administrator

❑ There is no such thing as privacy when it comes to e-mails ….. through not only the TLDSB First Class e-mail system but e-mails in general.

❑ The TLDSB "First Class" system is owned and operated by the employer and any e-mail sent or received via your "First Class" address can be accessed by the employer without your knowledge / consent.

❑ If you are "surfing the net" while at your workplace the employer can easily and readily determine all "sites" you have visited, the number of visits to the site and the times at which you visit these sites.

❑ If the information you are accessing may be considered inappropriate, by the employer, you are placing yourself in a position of possible "disciplinary action" or even discharge.

 You should also always be aware of the time of day you are accessing information – if this is during a scheduled work period the employer may choose to challenge the information you are accessing and the amount of time you are "surfing".

❑ Staff should always ensure to "log off" of First Class and their computer (if it has a "log in").

 You should ensure that your First Class password is not saved – only you should know your password and you should type this in each time you access First Class.
 Never give out your password to any system or program to someone else!

 - To disable the "Automatic log-in" – from the First Class "Login" window – pull down "Setup" – delete the password that is typed in and ensure that there is no check mark beside "Log in automatically" …… save this information.

You should not give out your "computer log-on" to anyone else ……. If the computer is logged on under your name any web sites that are visited, any information that is accessed or downloaded would show up as occurring during a time when you were on that computer and subsequently responsible for what is accessed on that computer.

❑ There is no doubt that our TLDSB "First Class" e-mail system, access to the internet and wireless are all effective communication and resource tools ……. Just remember, you are using the "employer's owned and operated" systems!

For further information/clarification please do not hesitate to contact the CUPE 997 office:

 705-934-2997 – cupe997@gmail.com

References:

From TLDSB "First Class Desktop"

- TLDSB Infobase - under Subject – Email Guidelines – Administrator – 233K – 9/2/2008

- TLDSB Policies/Procedures – Business Operations – BU-3036 "Appropriate Use of Information/Communication Technology and Technology Services

Revised January 2015