



**Re: Staff Digital Access**

Holy Family Staff Member:

The Holy Family Roman Catholic Separate School Division will endeavor to infuse 21<sup>st</sup> Century learning skills into curricula and the development of educational programming for students and staff. Holy Family believes in leveraging technology in an effort to accelerate this process.

The Holy Family School Division has established a division-wide Electronic Information System to facilitate the educational process and administrative services. This system also allows access to the Internet. The Internet is a global network that contains databases, reference materials, and resources. This global resource can extend staff and students' educational experiences and resources far beyond those currently available through other means.

Along with the use of this resource come certain responsibilities. The division emphasizes the ethical use of the resource. It is possible that you may access some digital material you may find objectionable. While the division will take reasonable steps to preclude access to such material through electronic filtering and classroom management, it is not possible for the division to guarantee that it can completely prevent such access.

It is the responsibility of staff to review and understand OP 5161 Digital Citizenship – Responsible Use Procedure (RUP) as well as subsections OP 5162 – 5169. Sign the permission form to indicate you agree to adhere to OP 5161 and all subsections.

## Re: Staff Consent to Digital Access

I have read the Holy Family Division Digital Citizenship Operational Procedures OP 5161 and subsections OP 5162 - 5169.

I hereby release Holy Family RCSSD No. 140, its personnel, and any institutions with which it is affiliated from any and all claims and damages of any nature from my use of or inability to use the division system. I will conduct myself accordingly regarding the restrictions against accessing materials that violate the Division Digital Citizenship administrative procedure. I understand the importance of following the rules.

As well, I am aware that there are potential dangers associated with the posting of personally identifiable information on a web site since global access to the Internet does not restrict who may access such information. I understand that these dangers have always existed; however, Holy Family does want to recognize and celebrate student, staff and division achievements.

I hereby accept responsibility as outlined by the Division Digital Citizenship OP 5161 and subsections OP 5162 - 5169: Please initial where consent is given:

For digital access to the school division's digital network

When accessing the internet

For my work, individual or group photo (possibly with first name) to be published where general public can see (ex. school or division website, newspaper, etc.)

My work maybe secured on the Google Cloud Platform; I understand Google secure servers may be located outside of Canada.

### Employee:

I have read and understand the Division Digital Citizenship OP 5161 and subsections OP 5162 - 5169. I also understand that should I violate division procedure, disciplinary action may be taken. I understand that this agreement will be considered valid for future years until such time as I notify the division in writing that this agreement is revoked or modified.

### Staff's Consent:

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date