



Procedure Section: **Business and Administrative Matters**
Procedure Name: **Responsible Use of Learning Technology and Data**

600
618-A

Form 618-A

Device User Agreement

(Procedure 618, Responsible Use of Learning Technology and Data)

This agreement is intended to communicate the roles and responsibilities of Keewatin-Patricia District School Board (KPDSB) staff hereinafter referred to as the User, that have been assigned a Laptop, Chromebook, iPad, or other mobile device(s) hereinafter referred to as the Device.

1. Usernames and passwords are unique to each user. The User must not share their usernames nor passwords. The confidentiality of login credentials is the user's responsibility and if there is a compelling need to disclose your password with anyone, including a Learning Technology technician for a temporary event, it must be changed immediately afterward.
2. The Device is the property of the KPDSB.
3. The Device is a tool to be used by the User to support their respective positions. The Device is configured with Board owned/licensed software and remains the property of the Board. The User must use reasonable care in the use and physical maintenance of the Device.
4. The Device may be portable and contain private and confidential information. It is the responsibility of the User to ensure that the security and integrity of any data contained on the Device will not be compromised. While not all-encompassing, the following are expectations to ensure the confidentiality of any data:
 - a) Access to the Device is restricted to KPDSB staff.
 - b) The Device must be stored in such a way that it will be difficult to misappropriate either the physical device or the data stored within it.
 - c) When used in a place where other persons could view the screen, reasonable care should be taken to protect confidential information.
 - d) Any action or activity that could make confidential information available to non-authorized persons must be avoided.

- e) When using portable storage devices (i.e., USB keys, portable hard drives, etc.), confidential data is to be kept secure
 - f) The Device is configured to require a password to log in.
5. Data stored on the device is outside of the KPDSB's server environment. Keeping a backup of that data is the responsibility of the Device User.
 6. Any unlawful or prohibited use of the Device as defined by Procedure 618 – Responsible Use of Learning Technology and Data and/or Policy 706 – Employee Code of Conduct may result in disciplinary action.

Windows Laptops

1. Laptops have Microsoft Windows 10 installed and are configured to automatically download and install Microsoft Windows Updates. The User may need to monitor their laptop so that when updates have been downloaded, they are installed in a timely manner.
2. Antivirus software is installed on the Windows laptop by the KPDSB Learning Technology Department. It is the responsibility of the User to ensure that the laptop's antivirus software is up to date. The antivirus software is provided by ESET and is configured to automatically update with a KPDSB server. A secondary server is configured such that if the laptop cannot update from KPDSB's server it will update from the ESET service that is internet-based. The Antivirus is configured with a username and password that will not allow an end-user to defeat, disable or uninstall the application.
3. Laptops are configured with an application called Kaseya which provides the Learning Technology Department access to the laptop. KPDSB Learning Technology Technicians will have access to the laptop for routine maintenance, updating, troubleshooting, and configuring of the machine. Any personal information contained on the machine could therefore be viewable by Learning Technology Technicians.

Chromebook Laptops

1. Chromebooks are joined to KPDSB's K12 Google Domain and must not be reconfigured.
2. Chrome OS updates will automatically download to the Chromebook. Therefore, the User may need to reboot the device to install the latest updates.
3. G Suite for Education is used by the KPDSB Learning Technology Technicians to manage, maintain, and configure the Chromebooks.



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Device Information

Model: _____

Serial Number: _____

My signature below confirms that I have read, understood, and agree with the conditions in the KPDSB Device User Agreement (*Procedure 618 Form-A*).

Employee Name: _____ Date: _____
(please print)

Employee Signature: _____