

## **MAINTENANCE OF NETWORK ACCOUNTS**

### **Background**

The Division recognizes the importance of maintaining e-mail accounts for active employees but also recognizes that these network accounts may need to be temporarily disabled or removed as employees become less active with Battle River School Division.

### **Procedures**

In an effort to maintain an effective, efficient and secure network system, Battle River School Division will use the following guidelines:

1. Battle River will disable network accounts for employees that are on any leave longer than 90 days. Having their accounts disabled would mean that they:
  - 1.1 could not receive or send mail through the BRSD system;
  - 1.2 will no longer be part of any distribution lists related to their previous position;
  - 1.3 will not be able to login to any division owned network computers or wireless networks;
  - 1.4 will not have access to any files stored on divisional servers including Sharepoint; and
  - 1.5 will not have division based Internet access.
2. Employees in administrative positions (Division Office, trustees, principal, vice-principal and administrative assistant) will have their accounts locked when their employment with Battle River School Division ceases. A supervisor will review the closed email account for documents that fall under the Division's records management practices and file them accordingly. Once a review of the account has been completed the account will be deleted. The email/network accounts of all other employees will be removed when their employment with Battle River School Division ceases. At the time the account is removed any network based files under the employee will be copied to their principal's folder.
3. In the event a teacher is hired for a period longer than one week to cover a leave, the Human Resources Department would notify the Technology Department via SRB that the change has happened and their substitute teacher account will be granted regular network account access. This means that they will be added to school email distribution groups and given access to school based network storage for the duration of the coverage.
4. Human Resources approved substitute teachers will receive e-mail accounts.

5. Any employee whose assignment ends on June 30 but has already been offered a position for the following school year, will not have their network accounts cancelled over the summer.
6. Employees who are seconded to positions outside of Battle River School Division will have their network accounts disabled until they return to regular duties.
7. Battle River School Division reserves the right to remove network access to any employee or contractor.

Amended:        March 2012  
                      June 29<sup>th</sup>, 2015