

# TECHNOLOGY - NETWORK ACCOUNT MAINTENANCE

## Background

The Division recognizes the importance of maintaining an effective, efficient and secure network system, Network accounts are in place for active employees, students, and some auxiliary roles, and may need to be modified, temporarily disabled, or removed as roles change in the Division.

## Definitions

*Standard Services:* access to divisional based Google services, networked computers, wireless networks, web services, PowerSchool Dashboard, and the Internet.

## Procedures

1. An employee who has an Administrative Position (Trustees; staff in Division Office, Support Services Centre, Languages Support Centre, Facilities Shop, or Transportation Shop; Principals, Assistant Principals, and School Administrative Assistants) will have their account locked when their employment with the Division ceases.
  - 1.1 The supervisor will review the closed email account for documents and emails that fall under the Division's records management practices and file them accordingly.
  - 1.2 Once the review of the account has been completed, the supervisor is to place a technology service request in order for the network account to be removed.
2. An employee seconded to a position outside of the Division will be removed from the email distribution groups that they belong to but their network accounts will remain active.
3. A Bus Driver (both regular and substitute) will receive access to the *Standard Services*.
4. A Substitute Teacher or Substitute Educational Assistant will receive access to the *Standard Services*.
  - 4.1 If hired for a period longer than 20 days to cover a leave, the Human Resources (HR) Department will notify the Technology Department via Powerschool advising that the change has happened and the account will be granted staff network account access. This means that they will be added to school email distribution groups and given access to the appropriate school's Google shared drives for the duration of the coverage.
5. A Substitute Administrative Assistant will receive access to the *Standard Services* as well as file server access. They will receive access to all schools administrative files on the "O" drive stored on the local school's servers when they log into a computer at the school they are working at on that day. They will also have access to that school's Google office shared drive.

## 6. Auxiliary Roles

- 6.1 Sometimes a network account is required for an Auxiliary Member (a person who is not an employee of the Division, but provides essential support services to our students which requires access to network-based services).
- 6.2 An Auxiliary Member will receive access to the *Standard Services* as well as Google shared drive access, based on the request of their Division Supervisor (i.e. Director, Coordinator, etc) to the Technology Department.
- 6.3 The Technology Department will remove Auxiliary Member network accounts upon notification from their Division Supervisor.
  - 6.3.1 The Division Supervisor will review the closed email account for documents and emails that fall under the Division's records management practices and file them accordingly.
  - 6.3.2 Once the review of the account has been completed, the Division Supervisor is to place a technology service request in order for the network account to be removed.
  - 6.3.3 At the time the account is removed, any Google based files under the Auxiliary Member will have their ownership changed to the Division Supervisor.

## 7. Employee Leave or Extended Disability

- 7.1 Any Employee on a leave or extended disability will continue to have network account access. This access will remain unchanged from the services listed. If the employee does not wish to continue having a network account while away from the Division, they must notify Human Resources (HR). In some instances of long term leaves, HR may request that an Employee be removed from specific distribution or security groups.

## 8. Employee Resignation, Termination, Retirement

- 8.1 The Technology Department will remove network accounts for Employees for resignations, terminations, or retirements upon notification from Human Resources. Network accounts that have been removed will no longer be able to use any divisional-based services outlined in above sections.
- 8.2 Prior to the removal of network accounts, Employees may use Google Takeout to make a copy of their personal data from their divisional Google account (Email, Drive, etc.) to a personal Google Account prior to them departing the Division. Employees need to ensure they are not removing data that contains other peoples' personal or confidential information, as per FOIP guidelines.
- 8.3 Employees should ensure that any data that has value to their replacement (or the division as a whole) should be left in their Google or network drives.
- 8.4 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 removed or disabled over the summer.

8.5 Any Employee whose assignment ends on June 30 and has not received an offer for a position for the following school year will have access to their network accounts until July 30<sup>th</sup>. After July 30<sup>th</sup>, the Employee network account will be removed.

## 9. Network Account Change of Name

9.1 Divisional network account users may request a change of name on their network account in the event of marriage/divorce or other circumstances.

9.2 Employees must contact Human Resources to begin the change of name process.

9.3 Auxiliary Members should contact their Division Supervisor.

## 10. Students all receive access, including but not limited to divisional-based Google services, networked computers, wireless networks, and Internet.

10.1 Prior to the removal of network accounts, Students may use Google Takeout to make a copy of their divisional Google account data (Email, Drive, etc.) to a personal Google Account prior to them departing the Division.

10.2 The Technology Department will remove a Student network account upon notification from a School Administrator(s) of the student's withdrawal.

10.3 During the first week of November, all Student network information belonging to students who no longer attend a divisional school will be purged from divisional systems and Google.

## 11. Reservation of Rights

11.1 The Division reserves the right to remove network access to anyone at any time.

Also refer to: Employee Leave of Absence (AP 404)

Amended: April 2021