

REGULATION 1300.3

STUDENT ACCEPTABLE USE OF DIGITAL TECHNOLOGY

1.0 RATIONALE

This regulation outlines the Board of Education's mission to reduce the risks posed by Internet usage as a starting point for promoting positive digital citizenship among students. The Board of Education's expectations for student online behavior are no different than for face-to-face interactions in school, and are governed by Board of Education regulations and government legislation. Successful, technologically savvy digital citizens live safely and civilly in an increasingly digital world, and recognize that information posted on the Internet is public, permanent and of lasting social impact.

The Board of Education will make every reasonable effort to mitigate risk associated with digital technology usage, through student education and supervision, employee training and support, and through network filtering and monitoring. Yet with the understanding that digital citizenship is a shared responsibility between students, parents, educators, schools and governments, and given the dynamic nature of digital technology, the Board of Education's responsibility has limits. To that end, the following procedures are in effect.

2.0 RESPONSIBILITIES

2.1 The Director of Information Technology will:

2.1.1 Establish and maintain sustainable service offerings, which include:

- Hardware, software and configuration standards;
- Operational strategies for hardware and software (ie. computer installation, user accounts administration and virus protection strategies).

- 2.1.2 Provide access to District Technology Resources (websites, e-mail, etc.) to users outside of the Board of Education.
- 2.1.3 Monitor activity on District Technology Resources and follow established processes and procedures to protect the integrity of the network. Actions may include revoking individual privileges or entire site privileges where it is deemed that temporary exclusion from the network is necessary to maintain the health of the network.
- 2.1.4 Adhere to the *Freedom of Information and Protection of Privacy Act*.
- 2.1.5 Provide resources and training to help govern the appropriate use of technology.
- 2.1.6 Ensure that parents/guardians are informed of the individual student's responsibility to use District Technology Resources in a safe, ethical and educational manner. Safe practices includes personal safety within the internet space and personal health and safety practices as outlined in device manuals.
- 2.1.7 Take measures to prevent objectionable and illegal access of information. Internet access includes the potential for encountering information that is inappropriate for students. The Board of Education reserves the right to block any external material or content accessed through its Digital Technology Resources.
- 2.1.8 Endeavour to provide a reliable, sustainable technology environment.

2.2 School/Site Administrators:

School and Site Administrators provide student access to District Technology Resources to maximize educational opportunities. As such, administrators are responsible for the following:

- 2.2.1 Ensure the equitable provision of digital access to all students;
- 2.2.2 Notify parents about policies governing student use of District Technology Resources;
- 2.2.3 Ensure that students and parents are informed of the digital citizenship policy which is included in each school's code of conduct prior to allowing student access to District Technology Resources;
- 2.2.4 Ensure appropriate student supervision through staff oversight, including (but not limited to) internet activity;
- 2.2.5 Ensure that students and staff are trained in the safe use of District Technology Resources and that they understand the inherent risks associated with using technology;
- 2.2.6 Ensure that all student access to the Internet, while on school property, is through District Technology Resources and their Board of Education-provisioned account;
- 2.2.7 Ensure that resources are available to help staff guide students in managing appropriate student use of digital technology.

2.3 Teachers and Educational Assistants:

In order to facilitate student access and to ensure the appropriate use of District Technology Resources, teachers and educational assistants will:

- 2.3.1 Review and comply with the Board of Education's Policy 1300 *Acceptable Use of Digital Technology*;
- 2.3.2 Know the status of the students' parental consent;

2.3.3 Instruct students in the effective and ethical use of the Internet, social networking tools and other collaborative technologies;

2.3.4 Provide guidance to students for minimizing online risks;

2.3.5 Encourage parents' involvement in developing their children's digital citizenship;

2.3.6 Monitor student use of District Technology Resources.

2.4 Students:

Students are responsible for reviewing and complying with the digital citizenship policy which is included in each school's code of conduct. This provides students with the following:

- Access to the Board of Education network
- Access to Board of Education software solutions
- Access to the Internet
- Access to the school library catalogue
- Access to electronic file storage
- Access to printing

3.0 ETHICAL GUIDELINES

3.1 Students may obtain access to the District Technology Resources, including the Internet, and are expected to display appropriate behavior and accountability. As such, students must:

3.1.1 Review the digital citizenship policy in order to gain access to the District Technology Resources and understand compliance with the policy as a condition of their access;

3.1.2 Use assigned devices as directed by their teachers;

- 3.1.3 Show consideration to other students when digital resources are scarce;
- 3.1.4 Protect access to their individual network accounts under the use of a private, personal password. Ensure that their password is not shared;
- 3.1.5 Refrain from deliberately disrupting system performance or interfering with the work of other students;
- 3.1.6 Refrain from intentionally damaging equipment, including (but not limited to) rearranging keyboards and key caps, and tampering with monitors, printers, or any other peripheral equipment;
- 3.1.7 Leave devices and peripherals in their designated places;
- 3.1.8 Leave equipment, device and room in good condition for the next student or class;
- 3.1.9 Always log off devices after finishing work.

3.2 Ethical Conduct

The use of District Technology Resources is a privilege and usage may be revoked at any time for inappropriate conduct. All students will:

- 3.2.1 Exercise good judgment and use technology for educational or school-related purposes only;
- 3.2.2 Respect copyright and software licensing laws;
- 3.2.3 Refrain from unauthorized reading, modifying or deleting personal files owned by other users;
- 3.2.4 Refrain from illicitly accessing, tampering with or experimenting with systems outside of the school network;

3.2.5 Refrain from using technology to engage in or share obscene, profane, inflammatory, embarrassing, threatening, or disrespectful language or media of any kind;

3.2.6 Refrain from using technology to engage in personal attacks.

4.0 SECURITY

The Board of Education uses internet filtering and monitoring as a means of preventing access to material that is obscene, illegal and/or harmful to minors. This filtering applies to all devices accessing the Internet through District Technology Resources, regardless of whether the devices are Board of Education-assigned or personally owned. If monitoring leads to the discovery that a student has failed to follow the regulations, then a fair and reasonable investigation will be carried out. As a preventative measure, the following terms must be adhered to:

4.1 Information will not be posted by students if it:

4.1.1 Violates the privacy of others;

4.1.2 Jeopardizes the health and safety of students;

4.1.3 Is obscene, libelous or discriminatory;

4.1.4 Causes disruption of school activities;

4.1.5 Plagiarizes the work of others;

4.1.6 Is a commercial advertisement.

4.2 Students will not change or delete files belonging to others.

4.3 Real-time messaging and online chat may only be used with the permission of the teacher.

- 4.4 Students will not reveal their personal information (such as last name, home address, email address, images, school name, phone number or anything that personally identifies themselves) while in correspondence with unknown parties.
- 4.5 Students are responsible for reporting any inappropriate material they receive, or any material that makes them feel uncomfortable.
- 4.6 Students are prohibited from viewing, sending and accessing illegal material, or any other Internet-based material that is inconsistent with the educational mission of the Greater Victoria School District.
- 4.7 Students are prohibited from downloading inappropriate or illegal material.
- 4.8 Students should **never** agree to meet with anyone encountered online.

5.0 PERSONALLY OWNED COMPUTING/NETWORK DEVICES (BYOD)

- 5.1 Where applicable, appropriate virus-checking software must be installed, updated, and made active prior to any personally owned computing device being placed on the Board of Education's network.
- 5.2 Personal devices should be brought to school fully charged.
- 5.3 Students should avoid bringing peripheral devices, such as chargers and charging cables to school.
- 5.4 No device connected to the Board of Education's network will have software that monitors, analyzes, or may cause disruption to District Technology Resources.

- 5.5 The Board of Education is not responsible for any device or data loss, theft, damage or other associated costs of replacement or repair as a result of a student bringing their own device to school.
- 5.6 Board of Education employees will not be responsible for supporting or troubleshooting a student-owned device.
- 5.7 Students will take full responsibility for any personally owned device and will appropriately secure all devices when not in use.

6.0 DISCIPLINARY CONSEQUENCES

The Board of Education reserves the right to monitor and inspect all activities connected to District Technology Resources, including activities from personal devices. A search and investigation associated with any student's Board of Education-provisioned computer account will be conducted if there is reasonable suspicion that the terms of this regulation have been violated. Discipline for inappropriate use may include, but is not limited to, one or more of the following:

- 6.1 Parents will be contacted and provided with the opportunity to be informed of, and defend or explain student misconduct;
- 6.2 Temporary confiscation of the student's personally owned device(s) by school authorities;
- 6.3 Temporary revocation of access to some or all District Technology Resources, including (but not limited to) internet access, wireless access, use of personal device and printing;
- 6.4 Disciplinary action according to applicable Board of Education policies;
- 6.5 Legal action, according to applicable laws.

7.0 EVALUATION

Due to the dynamic nature and associated risks of digital technology, this regulation will be reviewed on an annual basis.

Greater Victoria School District

Approved: April 23, 2018