

ADMINISTRATIVE REGULATIONS

TITLE: APPROPRIATE USE OF DISTRICT TECHNOLOGY AND NETWORK
CATEGORY: EDUCATION
NUMBER: 1170

I. Rationale

School District 46 - Sunshine Coast's (SD46) priority is to provide quality educational programming to students. Through its district-wide network, SD46 provides data communication links among all district sites and a high-speed connection to sites outside the district including the internet. Internet services and technologies offer valuable learning experiences for students and sources of information for teachers. At the same time, there are potential hazards. Students and staff may receive offensive communications and may access material that is not appropriate. The district will inform all stakeholders of potential risks and benefits, and define expectations for all user groups (students, staff, parents, and visitors).

II. Objectives

- A. Ensure that district technologies and information systems are used in a responsible, efficient, ethical, secure and legal manner in accordance with all applicable laws, federal regulations and School District 46 Policy,
- B. Provide guidelines for all users regarding the safe use of district technologies,
- C. Ensure that all users respect the privacy, copyrights, and intellectual property of other users,
- D. Clarify user responsibilities related to network use in School District 46,
- E. Ensure that School District 46 technology and any other technology using the District network are being used for their intended purposes,
- F. Provide guidelines to respond to violations,
- G. Ensure that all users are aware of their responsibilities under the code of conduct when using district technologies,
- H. Ensure that all users are aware of their responsibilities to maintain the integrity of district technologies,
- I. Provide stakeholders with access to digital technologies and information systems for the purposes of education and school district business,
- J. Provide access to, among other things, public websites, secure virtual classrooms, student information system (MyEducation BC), eportfolios (SPACES), discussion boards, digital media, library systems, email, file storage, printing, wikis, blogs, texting, social media and messaging tools

III. Digital Responsibility Guidelines

- A. Users are responsible for appropriate behaviour while using school district networks. Users must conduct themselves in a responsible, decent, ethical and appropriate manner while using district technologies and information systems.

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- B. District technologies and information systems are intended to support teaching, learning and administration.
- C. All users agree to the following guidelines for **conduct** when using district technologies and information systems:
 - 1. Respect the privacy of other users.
 - 2. Treat others fairly and with respect in all communication.
 - 3. Follow copyright laws and acknowledge and respect the ownership of others for their creative works.
 - 4. Treat all technology hardware with respect.
 - 5. Report behaviour that is harmful, unsafe and/or inappropriate.
 - 6. Avoid all unacceptable use as defined in this regulation.
- D. All users agree to the following guidelines for **security** when using district technologies and information systems:
 - 1. Keep your personal information (name, address, phone number, picture, etc.) private.
 - 2. Users will not share their personal username or password for any platform with any other individual.
 - 3. Use district provided technology and/or personal devices connected to the SD46 network for educational or school district business only.
 - 4. Understand that digital tools such as email, messaging, websites, wikis, blogs, etc. are not guaranteed to be private.
 - 5. Adhere to all relevant laws and federal and provincial regulations related to technology use.
- E. Additionally, educators using technology to support student learning will:
 - 1. Seek out content and digital tools that are of educational quality and that will support student learning.
 - 2. Ensure that all software being used for educational purposes has been vetted and assessed through the Privacy Impact Assessment (PIA) process.
 - 3. Provide opportunity for students to locate, critically evaluate, and use information via school-based technologies.
 - 4. Model digital responsibility.
 - 5. Promote an environment for students to feel safe, protected, and respected online within the realm of school and classroom activities and projects.

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6. Facilitate student learning about appropriate behaviour online.
 7. Monitor and supervise student use of district, school, and personally-owned devices connected to the school network (including cell phones) to ensure their use is digitally responsible.
 8. Ensure that appropriate measures are taken to ensure the protection of confidential information and ensure that they do not improperly disseminate confidential or third-party personal information.
- F. Educational leaders will ensure that this regulation is adhered to and that key messaging about the regulation is regularly shared with students and staff. This can be achieved via assemblies, teacher reminders, student planners and/or appropriate signage in classrooms.
- G. School District staff that require assigned technology for their position must complete a Staff Mobile Device Agreement before receiving their device.
- H. All staff must complete the FOIPPA certification as provided by the Human Resources department at the time of hiring.
- I. The school district will provide students and families with resources on how to support children with digital responsibility.

IV. Unacceptable Use of District Technologies and Information Systems

- A. Unacceptable uses of district technologies and information systems include, but are not limited to:
1. Violating the privacy of others, including students, families, volunteers or staff.
 2. Using profanity, obscenity, or other language which can reasonably be expected to be offensive to others.
 3. Using district technologies and information systems for financial gain or for commercial or political purposes or to engage in illegal activity.
 4. Maliciously spreading computer viruses, phishing scams or other malicious software.
 5. Downloading, uploading, storing, sharing or printing files or messages that are in violation of School District 46 policies/regulations or provincial/federal law.
 6. Damaging or tampering with computers, computer systems or computer networks.
 7. Accessing others' folders, work or files without authorization.

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8. Use of others' passwords and/or personal accounts.
9. Hiding or disguising one's identity.
10. Accessing pornography.
11. Downloading copyright protected materials without authorization.
12. Installing unauthorized or unlicensed software.

V. Violations of Acceptable Use

- A. Staff who are found to be in violation of this regulation may face discipline, up to and including dismissal.
- B. Students who are found to be in violation of this regulation may face disciplinary action at the school level in line with existing disciplinary practice for dealing with inappropriate language or behaviour.
- C. If School District 46 has reason to believe this regulation has been violated or that district technologies or information systems have been misused, the district may access any files or district hardware implicated in the violation.
- D. School District 46 will cooperate fully with any other school district, provincial or federal government body or other authorized official in any investigation concerning or relating to privacy violations or criminal conduct.

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References: Board Policy 11 and 21