

POLICY

POLICY #207 Acceptable Use of Technology

RATIONALE

The Board of Education acknowledges the potential of technology to enhance communications and learning in schools, the school community, and the district's working environments. Accordingly, the Board supports the development of policy to provide information and support the safe and appropriate use of technology, and to govern the use of technology by students, staff, and trustees, parents, volunteers, and the community.

POLICY

The Board encourages acceptable, ethical, responsible and legal use of all district and personal technology by users. Such use will be consistent with this policy and other district policies including the District Code of Conduct and school rules.

The Board acknowledges the need to protect the integrity of school and working environments and that the safety, security and privacy of students, staff, trustees and other users are of paramount importance.

The Board has designed this policy to reflect the dynamic and evolving nature of technology. However, due to the continual change that occurs in technology, the policy and regulations are to be reviewed on a regular basis.

ADOPTED: February 8, 2010

Reviewed/Revised: October 6, 2014
Statutory Reference:

REGULATIONS AND PROCEDURES

POLICY #207 Acceptable Use of Technology

1. Scope

This policy pertains to all users as defined in this policy.

2. Definitions

“District Technology” means any electronic device, service or system designed or used to assist in extending human potential (including but not limited to computers, cell phones, cameras, social networking sites, e-mail and voice services, school networks, etc.) owned and/or operated by School District No. 67 (Okanagan Skaha), including but not limited to the district’s network, servers, and e-mail.

“Internet” means an electronic communications system connecting electronic devices all over the world through which individual subscribers can interact and share information.

“Personal Technology” means any electronic device, service or system designed or used to assist in extending human potential (including but not limited to computers, cell phones, cameras, social networking sites, e-mail and voice services, school networks, etc.) owned and/or operated by a school district user, and excludes school-district owned technology.

“School District Network” “Intranet” means a privately maintained computer network that can be accessed only by authorized persons, especially members or employees of the organization that owns it.

“System” means interrelated and interdependent hardware and software and data communication devices.

“User” means all students, staff, and trustees, parents, school volunteers and the community using School District No. 67 (Okanagan Skaha) technology or personal technology that is connected with any school district or school district-related activities, including off-campus activities if such activities have a connection to the school district or its schools.

3. Technology and Instruction

New technologies shift the ways that information may be accessed, communicated and transferred by members of society. As student and staff access to rich information resources is desirable, school environments in School District No. 67 will be characterized by the incorporation of the best instructional practice through the integration of information and communication technology tools into all aspects of student and professional learning. This environment will be characterized by openness, accessibility, transparency, ethical use and personal accountability and responsibility of all users.

4. Security and District Rights

Access to district technology is a privilege, not a right.

a) Access

- i) The Board expects that the use of district technology will occur in an appropriate, ethical, responsible, and legal manner for the purposes of supporting educational programs and the district's administrative services.
- ii) Users should be aware that the school district's technology is a finite resource, e.g., there is limited storage space available on its servers, and there are other technological limitations.
- iii) Users of district technology who breach this policy or otherwise engage in inappropriate use of the district's technology may be subject to the restriction of their ability to use district technology.
- iv) All users are responsible for ensuring they have reviewed this policy and regulations prior to making use of district technology services.
- v) The district's Information Technology Department may block messages or remove files that are unacceptable and/or in violation of district policy.
- vi) The use of district technology by students requires prior authorization. A "Consent for Student Access to District Technology Systems and Services" form (Attachment A) must be completed, signed by students/parents (guardians) and returned to the school as part of the authorization process.
- vii) If school district technological equipment is provided to a school district technology user, the "Use and Care of School District Electronic Equipment" form (Attachment B) must be completed.

b) District Usage

- i) Technology must be utilized in a manner that will not negatively impact or threaten the security or integrity of the district's technology system. Proper safeguards must be implemented and adhered to as outlined in "Security Safeguards" (Attachment C) and other electronic or written notices regarding the district's technology.
- ii) All property (intellectual and physical) created with district technology is the sole property of the district.
- iii) The district is aware that users, during personal time, may use district technology for non-school district related purposes (e.g., personal banking, communications, etc.). The personal use of school district technology must be appropriate and comply with this policy and all district policies, standards, and expectations. The district is not responsible for the loss of any personal data or information created or stored on district technology.

c) Etiquette and Privacy

- i) All users are expected to conduct communications using the district's technological services in a courteous, respectful, and otherwise appropriate manner consistent with the Board's mission statement, board policies, and the guidelines and expectations outlined in the District Code of Conduct and school codes of conduct.
- ii) The district has the right to monitor any network activity in order to maintain both the operation and appropriate function of the information network.
- iii) Use of district technology, except as otherwise provided by law or Board policy (e.g. in relation to the district's use of student and employee information and records) is neither private nor confidential and may be monitored without notice.

d) Personal Technology

The use of personal technology is subject to the same rules of conduct and etiquette applicable to the use of district technology. The use of personal technology may not interfere with the provision of educational programs or the integrity of the school environment. Students using personal technology are subject to all school and district rules regarding student conduct and behaviour.

5. Safety

The use of district technology or personal technology in relation to a school district activity or related activity must not result in a threat, real or potential, to the safety and welfare of students and/or staff or any other member of the school community.

- a) Upon entering the district, all users shall read and accept the conditions for appropriate and safe use of technology as outlined in this policy.
- b) Upon registering in a school, the “Consent for Student Access to District Technology Systems and Services” form is distributed to and signed by the student and parent(s)/guardian(s) and returned to the school.
- c) Information regarding the safe and appropriate use of district and personal technology shall be provided to students and staff by the school principal or his/her designate at the beginning of each school year.
- d) Parents will be advised of the potential risks associated with the use of technology by students so that they may review safety precautions with their children.

6. Integrity and Plagiarism

- a) Technology must be utilized in a manner that upholds the integrity of the Board, educational programs, and the school environment.
- b) Users must not copy or plagiarize any information obtained through district technology, personal technology, or any other means, and claim it as their own. Plagiarism is a serious offence. Students who engage in plagiarism will be subject to this policy, the District Code of Conduct and school rules.
- c) Users must comply with all district licensing agreements, district Copyright Policy #471 and all Canadian laws.

7. Violations of Policy

Violations of this policy may result in privileges relating to district and personal technology being suspended or revoked. Inappropriate use of technology by students and staff may result in disciplinary action.

Violations of this policy may be reported to the appropriate law enforcement authorities and may also be subject to criminal investigations and/or criminal charges.



Consent for Student Access to District Technology Systems and Services (including Internet and E-mail)

Parents/Guardians

As part of our information technology program, your child will be accessing district technology systems and services. Accessing these services is very similar to a field trip into the city. Students will need to make responsible choices and exhibit good judgment. Supervision will be provided and consequences clearly explained.

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“Personal technology” means any electronic device, service or system designed or used to assist in extending human potential (including but not limited to computers, cell phones, cameras, social networking sites, e-mail and voice services, school networks, etc.) owned and/or operated by a school district user, and excludes school district owned technology.

The focus will be on searching the network for educational and general topics of interest to the students. It is unlikely that students will view any inappropriate material unless they make poor choices. Accessing inappropriate sites and/or material, or other inappropriate use of District Technology Systems and Services or Electronic Messaging, may result in loss of access privileges and appropriate disciplinary action pursuant to the District’s Code of Conduct and/or applicable school rules and codes of conduct.

Further, where the use of District Technology Systems and Services or electronic messaging may be in violation of the law, or attempts are made to gain access to or tamper with School District No. 67’s network or other networks, the RCMP will be notified and a criminal investigation may result.

For the Parent/Guardian

I have carefully read the Consent for Student Access to District Technology Systems and Services (above).

- YES -** I understand the benefits and risks of student access to District Technology Systems and Services and electronic messaging, and give permission for my child to have access to these services on the conditions and rules set out by the school.
- NO -** I do not give permission for my child to have access to these services under the conditions and rules set out by the school and district.

Name of Student (Please Print)

School Name (Please Print)

Parent/Guardian Name (Please Print)

Relationship to Student (Please Print)

Parent/Guardian Signature

Date

For the Student

I have carefully read the Consent for Student Access to District Technology Systems and Services (above) and any accompanying directives or rules and agree to abide by the conditions outlined.

Student's Signature

Date



Use and Care of School District Electronic Equipment Acceptable Use Agreement

The purpose of this document is to provide guidelines governing the use of school district electronic equipment such as laptop computers provided to students participating in the School District No. 67 (SD67) laptop project, cameras, assistive software and devices. These guidelines are designed to allow the technology to function properly, to be legal in the installation and use of software, to curb the physical abuse of hardware, and to allow proper moral and ethical use of electronic hardware, software, and resources.

Students and parents/guardians must sign this document. Signing shows that those using the SD67 equipment have read, understand, and will abide by SD67's user policy.

Equipment Care and Maintenance

Students and parents/guardians are responsible for the proper care and use of all equipment provided by SD67 in that:

- The student and parent/guardian are responsible for any costs incurred as a result of careless or willful damage to the equipment including changing computer configurations, uploading viruses, and physical damage to the hardware. The student/parent will report as soon as practical any damages or deficiencies in the equipment to the teacher or school administrator.
- The school district will maintain the warranty support such as deemed by the manufacturer.
- The student and parent/guardian agree to return the equipment with all software intact, when requested by the school and/or district.
- The student and parent/guardian accept responsibility if the equipment is lost or stolen while in their possession. The depreciated value of the equipment will be used to calculate any costs incurred.

As a user of SD67 equipment, we agree to comply with the above stated SD67 Acceptable Use Agreement. The equipment we have received is in good working order and equipped as stated below. We understand and agree that school district personnel have the right to check the condition/contents of any equipment at any time.

Equipment Information

Make: _____ **Model:** _____

Serial #: _____

Student Name (Please Print)

School Name (Please Print)

Parent/Guardian Name (Please Print)

Relationship to Student (Please Print)

Parent/Guardian Signature

Date



1. Purpose

This document establishes security safeguards for appropriate use of the District's Information Technology System. These requirements are necessary to protect the integrity of the school and working environments.

2. Requirements

User ID's and Passwords:

- Individual User Id's and passwords will be assigned to all Users of the "System".
- Password security rules such as minimum number/type of characters will be age/grade and clearance level appropriate.
- Passwords cannot be the same as the User ID.
- Passwords will expire yearly or as needed to maintain security.
- Use of any User ID and/or password combination other than your own is not permitted.
- Users may be given different levels of "System" access appropriate to their educational needs.

Software and Hardware:

- Only district authorized software and equipment can be used on the "System".
- Unauthorized software that is found on the "System" will be removed or blocked.
- Software and/or devices not provided by the district require prior authorization from the district's Information Technology Department before they can be used on the "System".
- Hacking is strictly prohibited
- Modification of the "System" is strictly prohibited unless it has been approved by the district's Information Technology Department.
- All school based purchased software that needs to be installed on the "System" must be appropriately licensed and checked for compatibility by the district's Information Technology Department before it is installed on the "System".
- All school based purchased hardware that needs to be connected to the "System" must be checked for compatibility by the district's Information Technology Department before it is connected to the "System".

Printing, Network Storage and Backup:

- Network storage and printing usage will be monitored and reports will be available to each school.
- The district's Information Technology Department reserves the right to move/delete any file to protect the integrity of the "System".
- Only district approved network printers will be connected to the Intranet.
- The district is not liable for any loss of data.
- Users are responsible for having a current backup of their data.

Security Safeguards Continued:

Power/Cost Saving:

- All non-essential technology hardware will be turned off or placed into a power saving mode when not in use.
- Printers that are duplex capable will be set to duplex by default.

Communication:

- All staff are required to use electronic communication that is provided by the district.
- Inappropriate communication is prohibited.
- Sending/redirection of summer.com user email to third party services (such as Hotmail, G-mail, Yahoo, etc) will not be configured by the district's Information Technology Department.

3. Individual Responsibilities

The district provides access to a wide range of technological services. "Users" of the "System" are expected to:

- Comply with SD67 Acceptable Use of Technology Policy.
- Safeguard their password.
- Never share their password. Users should not write down or store the password where others might acquire it.
- Change their passwords immediately if a "User" believes that it has been compromised.
- Be responsible for all activities associated with an individual's User's log-on.

Users are not permitted to:

- Participate or engage in activities that threaten the integrity of the "System".
- Connect to devices that threaten the integrity of the "System".
- Unplug, disconnect or otherwise change any wiring in the "System" unless such a change has been approved by the district's Information Technology Department.

4. Change

As the integrity of the district's technology systems are critical, measures to safeguard those systems will be updated from time to time as required by the district's Information Technology Department.