

ACCEPTABLE USE OF TECHNOLOGY FOR STUDENTS

Background

The development of technological skills by students should be encouraged and facilitated through the provision of access to a variety of resources in a manner that promotes learning and the well-being of members of our school communities.

The Division is committed to the belief that:

- Technological literacy enhances the development of the whole child.
- Equitable access to technological services for educational purposes is a high priority.
- The central purpose of providing computers is for the benefit of student learning.

The term “acceptable use” means that all users of technology agree to access resources in a manner that is consistent with adopted guidelines and protocols.

It is a reality that electronic access to information and networked services significantly increases the information available to students, including information sources that have not been screened in advance. Accordingly it is vital that students be made aware of Division guidelines and protocols on an annual basis.

This procedure is designed to balance the users’ ability to benefit fully from information technology with the need for secure and effectively allocated technological resources. To support this balance, the procedure outlines the use of personal electronic devices in schools. The Division reserves the right to restrict or deny access to any user who does not comply with Division guidelines and protocols. Independent access to network services is provided to users who agree to act in a considerate and responsible manner.

Definitions

Instructional time:

Instructional time is any time in which pupils of a school are in attendance and under teacher supervision for the purpose of receiving instruction in an educational program, including work-experience programs, parent-teacher-pupil conferences, examinations, and other learning activities provided by the division

Personal Electronic Devices:

Personal Electronic Devices include, but are not limited to, any piece of lightweight handheld electronically powered equipment. These devices are typically consumer electronic devices capable of communications, data processing and/or utility. A Personal Device is a device that is owned by the student or family and not the property of the school division.

Procedures

1. Student awareness of Acceptable Use Protocols.
 - 1.1 All Grade 1 to Grade 12 students are to be made aware of Acceptable Use Technology Guidelines and Protocols on an annual basis.

2. Student Terms and Conditions of Acceptable Use.
Students and parents are to be made aware that:
 - 2.1 Student access to and use of the computer network is monitored and the network is provided for students to meet school related learning only.
 - 2.2 Any breach of the Acceptable Use Guidelines and Protocols by students may, while making allowances for academic penalty result in a temporary or permanent suspension of their computer privileges.
 - 2.3 Some material accessible via the Internet may contain information that is defamatory, inaccurate, illegal, or offensive to some people.
 - 2.4 Students will be instructed with respect to the appropriate and responsible use of computer-based information resources. Sources of information judged unacceptable will be blocked.
 - 2.5 Classroom standards of behaviour are expected when students are utilizing computers. Independent access to network services is provided to users who act in a considerate and responsible manner.
 - 2.6 Access to computers is a privilege not a right. Loss of this privilege is a natural consequence of abuse and may restrict a student's ability to participate in some courses or course activities.
 - 2.7 The Division reserves the right to review any material stored in files and will edit, report, or remove from its computer system any material which is deemed to be unlawful, abusive, or otherwise in conflict with the views and ethical standards held by the Division.
 - 2.8 Network administrators and teachers may review files and communications of students at any time to ensure that they are utilizing the system in an acceptable manner.
 - 2.9 As it is common to use computers in core curricular areas, parents who do not want their child to have access to computers must provide the school with written notice of their wishes.

3. Student Acceptable Use Guidelines
As a student, I understand that using school technology resources and the internet comes with responsibilities. By following these guidelines, I agree to use technology and the internet in a responsible, respectful, and safe manner.
 - 3.1 I will be responsible for my use of school technology resources and will use them for educational purposes only with permission from my teacher.
 - 3.2 I will respect the privacy and property of others and will not access, delete, or modify other users' files or accounts without permission.
 - 3.3 I will use appropriate language and behavior when communicating online or using technology.
 - 3.4 I will protect the security and integrity of school technology resources by not intentionally seeking to breach security or damage systems or material.
 - 3.5 I will report any security breaches or incidents of inappropriate behaviour or use of school technology resources to a teacher.
 - 3.6 I will not send, intentionally receive or look for material that is rude or offensive, or illegal.
 - 3.7 I will follow copyright laws and obtain permission before using others' work.
 - 3.8 I will not download or install any unauthorized software, music, or games on school devices.
 - 3.9 I will not overload the school network, server, or computers with unnecessary activities or demands.
 - 3.10 I will only download material with the permission and supervision of a teacher.

- 3.11 I will only upload material that has been specifically approved by a teacher.
- 3.12 I will not use school technology resources for personal financial gain.
- 3.13 I will not attempt to modify or alter the setup of any school computer or technology resource.
- 3.14 I will only use web-based email or chat on school devices for educational purposes with the permission and supervision of a teacher.
- 3.15 I will ensure that any removable media I use at school is scanned for viruses and content before use.
- 3.16 I will follow any additional rules or policies set forth by my school regarding technology usage, printing, internet access, and food and drink.
- 3.17 I will follow my school's policies regarding the use of cell phones and other personal electronic devices. This includes guidelines around when and where devices can be used during the school day, expectations around device etiquette (e.g. not using phones in washrooms or change rooms where there is an increased expectation for privacy), and consequences for violating these policies.
- 3.18 If I choose to post about school activities or achievements on my personal social media accounts, I will do so respectfully and responsibly, being mindful of how my posts may reflect on my school and my fellow students. I understand that my posts should not contain any inappropriate content, violate any school policies or guidelines, or include other students without appropriate permission.
- 3.19 It is my responsibility to save any cloud-based documents or other data that I have created or accessed on school division devices to my personal account or storage before leaving the school division. The school division is not responsible for any loss of data that may occur if I fail to follow this guideline.

By following these Responsible Use Guidelines, I acknowledge that I am a responsible digital citizen and that my actions online can impact others.

- 4. All Division terms and conditions of usage apply to student use of the Community Net where it is operational in a school.
- 5. Personal Electronic Device Usage:
 - 5.1 Students in Kindergarten to Grade 12 shall not use personal electronic devices during instructional time
 - 5.1.1 Teachers of students in grades 9 through 12 who identify a specific instructional need for students to use their personal electronic devices during instructional time may request and gain permission from the principal.
 - 5.1.2 Exemptions may be approved by the school principal in consultation with division staff for individual students when a personally owned device is required for specific medical conditions or for documented accommodations related to additional needs.

Reference: Section 85, 87, 109, 175, The Education Act, 1995, 1995
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