

## DIGITAL TECHNOLOGY

### Background

The introduction and growth of digital technologies provides Districts with new opportunities and challenges.

Digital technologies can facilitate collaboration between students, educators, parents, and classrooms while also providing schools with rich online resources. Today's technology enables classrooms, communities, and experts around the world to share digitally in a learning experience, wherever they may be ([Introduction to British Columbia's Redesigned Curriculum](#)).

- We believe that technology provides the opportunity to enhance engagement and amplify learning.
- We believe technology supports the critical role of the educator to facilitate student learning.
- We believe that all members of the school community must be responsible digital citizens.

It is recognized, however, that some material accessed or transferred may not be appropriate or meet school and community standards. For this reason, the District will establish standards in keeping with a responsible education community and maintain appropriate procedures for students and staff.

The District encourages the responsible and ethical use of digital technology by staff and students. The District recognizes its responsibility to protect the personal information of students and staff and monitor digital content. Accordingly, the District will take all reasonable steps to inform parents of potential risks and benefit and to exercise due diligence over student and staff use of digital technology. The District will endeavor to ensure that all users are aware of, and abide by the District procedures.

The District recognizes its authority to place reasonable restrictions on the material users' access or distribute while using the District's digital technology. The District will take specific steps to ensure that the information accessed meets the provisions of Administrative Procedure 251 – Learning Resources.

Engaging in media and technology can promote learning, teaching and collaboration for students, staff, and parents. The District is committed to ensuring that District digital technologies are used for educational purposes and that all users of such technologies are aware of their responsibilities for the acceptable use of these tools. The following procedures for users and the District are intended to promote the efficient, ethical, and legal utilization of District digital technologies.

### **Definition**

Digital technology: Is the broad range of communication, information, and related technologies used to support learning, teaching and assessment. Social media are websites and applications that enable users to create and share content or to participate in social networking.

### **Procedures**

#### 1. The District:

- 1.1 Has the right to routinely monitor the general use of internet and email services;
- 1.2 Has the right to investigate any complaints of misuse and to conduct any investigations required by law, Board policy or this Administrative Procedure;
- 1.3 Has the right to access any files in the system where misuse is known or suspected;
- 1.4 Has the right to place reasonable restrictions on the material users access or post through the system;
- 1.5 In the event of a user violating the procedure, has the right to suspend a user's access and to invoke disciplinary and possible legal action;
- 1.6 Will endeavor to provide equitable access to digital technology in schools and District work sites to support teaching and learning;
- 1.7 Will adhere to the provincial filtering protocols;
- 1.8 Will require all students complete a District Digital Technology User Agreement (Form 140-1) in Kindergarten, grade 6, grade 9 and/or in the year of entry into a District school;
- 1.9 Will ensure that all staff users have reviewed the procedures, and have a current District Digital Technology User Agreement (Form 140-2) on file;
- 1.10 Will only be responsible for financial obligations of account holders if they have received the prior written approval of the District;
- 1.11 Will hold site-based and District administrators responsible for initiating an investigation when this Digital Technology Administrative Procedure is contravened;
- 1.12 Will follow regulations as per Canada's anti-spam legislation;

- 1.13 Will, if and when a parent or community group questions the appropriateness of any particular on-line resource, in accordance with Administrative Procedure 251 – Learning Resources, establish a review committee. The committee will assess the resource, assess the complaint and to recommend a course of action to the Superintendent.
2. General Procedures for Users:
  - 2.1 District digital technology shall be used for educational and school-work related purposes.
  - 2.2 Users will be informed of their rights and responsibilities as outlined in this Administrative Procedure.
  - 2.3 User behavior online is to reflect personal, classroom, and school community values. This means that the expected behavior of users is the same both in person and online.
  - 2.4 Users will conduct themselves in a courteous, ethical, legal and responsible manner while using these systems. All Board policies and administrative procedures, including those on harassment, equity, and proper conduct of employees and students apply to the use of digital technologies.
  - 2.5 Users are expected to demonstrate and show respect for themselves, peers, and other users they interact with online and when posting and exchanging information online.
  - 2.6 District digital technologies shall not be used for illegal or inappropriate purposes. Inappropriate use of District digital technology includes, but is not limited to:
    - 2.6.1 Transmission of materials in violation of Canadian Law;
    - 2.6.2 Transmission, storage or duplication of pornographic material;
    - 2.6.3 Transmission or posting of threatening, offensive or obscene material;
    - 2.6.4 Transmission or duplication of material in violation of copyright law;
    - 2.6.5 Plagiarism of works found on the internet;
    - 2.6.6 Transmission of known false or defamatory information about a person or organization;
    - 2.6.7 Threatening or harassment of others;
    - 2.6.8 Attempts at unauthorized access to data, servers, or external services;
    - 2.6.9 Impersonation or use of someone else's account or identity online;
    - 2.6.10 Attempts to vandalize District or external systems, including malicious; attempts to destroy data of another user, via virus or other means;
    - 2.6.11 Use of abusive, vulgar, profane, obscene, harassing or other inappropriate language;
    - 2.6.12 Posting of mail, photos, and information without permission of the author;
    - 2.6.13 Sharing of passwords with others;
    - 2.6.14 Revealing of another person's personal address, phone number, picture, or other data without personal or parental consent, as appropriate.

- 2.7 It is rare but possible to accidentally access inappropriate materials. Students are to immediately report such events to District staff and then return to appropriate materials.
- 2.8 Users will promptly disclose to their teacher, or the appropriate school or District employee, any message they receive which is inappropriate or makes them feel uncomfortable.
- 2.9 Users will install software on a District computer or computer system assigned for their use only where they are permitted to do so. Such software must be legally licensed.

### 3. School Procedures

- 3.1 Principals will obtain permission from parents/guardians for release of photo/media/video to commemorate, document and/or promote learning and various sports and educational events.

### 4. Staff

- 4.1 Staff must sign a District Digital Technology User Agreement (Form 140-2) at point of hire.
- 4.2 Staff will demonstrate digital citizenship, both during and outside of school hours, by conducting all related activities in a responsible, ethical, legal and respectful manner in accordance with professional codes of ethics and standards and the District Digital Technology User Agreement (Form 140-2).
- 4.3 Staff will use dedicated District sites and tools only for online communication with students and parents. Staff are to obtain approval from their administrator when using other digital tools. All digital tools for communicating must comply with this Administrative Procedure and must be appropriately restricted i.e., to students in your class or activity.
- 4.4 No personal contact information about students is to be posted.
- 4.5 Staff will outline their expectations and specific rules regarding digital technology use with their students.
- 4.6 Staff will use school-based accounts for digital tools for educational purposes and communicating student learning. Staff will not interact with students in a non-educational manner with digital technology.
- 4.7 Staff will utilize appropriate privacy settings to control access to their personal social media sites.

## 5. Students

- 5.1 Students under the age of 19 and their parent/guardian must sign a District Digital Technology User Agreement (Form 140-1), or provide online consent at <https://newwestschools.schoolcashonline.com/Home/SignIn>, in order to access digital technology in Kindergarten, grade 6, grade 9 and/or year of entry into a District School. Students 19 and over may sign their own forms.
- 5.2 Students under the age of 19 and their parent/guardian must sign a Media, Photo, and Video Release Consent Form (Form 180-1), or provide online consent at <https://newwestschools.schoolcashonline.com/Home/SignIn>, to allow schools/teachers to commemorate, document and/or promote learning and various sports and educational events.
- 5.3 Students 19 and over may sign their own forms, or provide online consent at <https://newwestschools.schoolcashonline.com/Home/SignIn>.
- 5.4 Students in Kindergarten through grade 8 and their parent/guardian must sign a Digital Tools Consent Form (Form 140-3), or provide online consent at <https://newwestschools.schoolcashonline.com/Home/SignIn>, before using digital tools and apps for education. Students in grades 9 through 12 may sign their own forms.

## 6. Parent Procedures

- 6.1 Parents are encouraged to have frequent proactive discussions with their children around their use of digital technology, internet, and social media applications.

## 7. Guest Procedures

- 7.1 Guest access to District internet may be extended to trustees, parent members of parents' advisory councils, members of other Districts, or other members of the education community.
- 7.2 Guests are required to comply with this Administrative Procedure. Failure to do so may result in suspension or revocation of access privileges.

*Reference: Sections 17, 20, 22, 65, 85 School Act  
Freedom of Information and Protection of Privacy Act  
School Regulation 265/89  
Canadian Charter of Rights and Freedoms  
Canadian Criminal Code  
Copyright Act  
Introduction to British Columbia's Redesigned Curriculum, 2015*

*SD No. 40 (New Westminster)*

*Adopted: May 28, 2019*

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Modification to this document is not permitted without prior written consent from SD No. 40 (New Westminster)

**SCHOOL:****STUDENT DISTRICT DIGITAL TECHNOLOGY USER AGREEMENT**

The district is committed to ensuring that District digital technologies are used for educational purposes and that all users of such technologies are aware of their responsibilities for the acceptable use of these tools. Engaging in media and technology can promote learning, teaching and collaboration for students, staff, and parents. To gain access to the District Digital Technology, all students under the age of 19 must obtain parental permission and must sign and return this form to their school. Students 19 and over may sign their own forms.

**General Guidelines for Users:**

1. District digital technology shall be used for educational and school-work related purposes.
2. Users will be informed of their rights and responsibilities as outlined in this policy.
3. User behavior online should reflect personal, classroom, and school community values. This means that the expected behavior of users is the same both in person and online.
4. Users will conduct themselves in a courteous, ethical, legal and responsible manner while using these systems. All Board policies and administrative procedures, including those on harassment, equity, and proper conduct of employees and students apply to the use of digital technologies.
5. Users are expected to demonstrate and show respect for themselves, peers, and other users they interact online and when posting and exchanging information online.
6. District digital technologies shall not be used for illegal or inappropriate purposes. Inappropriate use of district digital technology includes, but is not limited to:
  - transmission of materials in violation of Canadian Law
  - transmission, storage or duplication of pornographic material
  - transmission or posting of threatening, offensive or obscene material
  - transmission or duplication of material in violation of copyright law
  - plagiarism of works found on the internet
  - transmission of known false or defamatory information about a person or organization
  - threatening or harassment of others
  - attempts at unauthorized access to data, servers, or external services
  - impersonation or use of someone else's account or identity online
  - attempts to vandalize district or external systems, including malicious attempts to destroy data of another user, via virus or other means
  - use of abusive, vulgar, profane, obscene, harassing or other inappropriate language
  - posting of mail, photos, and information without permission of the author;
  - sharing of passwords with others
  - revealing of another person's personal address, phone number, picture, or other data without personal or parental consent, as appropriate
7. It is rare but possible to accidentally access inappropriate materials. Students are to immediately report such events to district staff and then return to appropriate materials.
8. Users will promptly disclose to their teacher, or the appropriate school or district employee, any message they receive which is inappropriate or makes them feel uncomfortable.
9. Users will install software on a District computer or computer system assigned for their use only where they are permitted to do so. Such software must be legally licensed.

**10. Student Guidelines**

- a. Students under the age of 19 and their parent/guardian must sign a District Digital Technology User Agreement in order to access digital technology in Kindergarten, grade 6, grade 9 and/or year of entry into a New Westminister School. Students 19 and over may sign their own forms.
- b. Students under the age of 19 and their parent/guardian must sign a Media, Photo, and Video release consent form to allow schools/teachers to commemorate, document and/or promote learning and various sports and educational events.
- c. Students 19 and over may sign their own forms.
- d. Students under the age of 19 and their parent/guardian must sign a Digital Tools consent form before using digital tools and apps for education. Students 19 and over may sign their own forms.

**11. Parent Guidelines**

- a. Parents are encouraged to have frequent proactive discussions with their children around their use of digital technology, internet and social media applications.

SCHOOL: \_\_\_\_\_

**STUDENT DISTRICT DIGITAL TECHNOLOGY USER AGREEMENT**

Name of Student: \_\_\_\_\_ School: \_\_\_\_\_

Grade:  K  6  9  other \_\_\_\_\_

In order to gain access to our District Digital Technology students and parents must read and discuss the terms and conditions of use as outlined in our Digital Technology guidelines. Student and parents will need to sign this agreement and return it to the school

As a user of New Westminister School District's Digital Technology, I have read this agreement and I hereby agree to comply with the above stated guidelines.

Student Signature: \_\_\_\_\_

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access district digital technology. I understand that individuals will be held responsible for violations. I also understand that some materials on the Internet may be objectionable, but I accept shared responsibility with the school for guidance of Internet use – setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring digital technology.

Parent Signature: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_



**SCHOOL DISTRICT NO. 40 (NEW WESTMINSTER)****STAFF DISTRICT DIGITAL TECHNOLOGY USER AGREEMENT**

The district is committed to ensuring that District digital technologies are used for educational purposes and that all users of such technologies are aware of their responsibilities for the acceptable use of these tools. Engaging in digital technology can promote learning, teaching and collaboration for students, staff, and parents. To gain access to the district digital technology all staff must sign this form.

**General Guidelines for Users:**

12. District digital technology shall be used for educational and school-work related purposes.
13. Users will be informed of their rights and responsibilities as outlined in this policy.
14. User behavior online should reflect personal, classroom, and school community values. This means that the expected behavior of users is the same both in person and online.
15. Users will conduct themselves in a courteous, ethical, legal and responsible manner while using these systems. All Board policies and administrative procedures, including those on harassment, equity, and proper conduct of employees and students apply to the use of digital technologies.
16. Users are expected to demonstrate and show respect for themselves, peers, and other users they interact online and when posting and exchanging information online.
17. District digital technologies shall not be used for illegal or inappropriate purposes. Inappropriate use of district digital technology includes, but is not limited to:
  - transmission of materials in violation of Canadian Law
  - transmission, storage or duplication of pornographic material
  - transmission or posting of threatening, offensive or obscene material
  - transmission or duplication of material in violation of copyright law
  - plagiarism of works found on the internet
  - transmission of known false or defamatory information about a person or organization
  - threatening or harassment of others
  - attempts at unauthorized access to data, servers, or external services
  - impersonation or use of someone else's account or identity online
  - attempts to vandalize district or external systems, including malicious attempts to destroy data of another user, via virus or other means
  - use of abusive, vulgar, profane, obscene, harassing or other inappropriate language
  - posting of mail, photos, and information without permission of the author;
  - sharing of passwords with others
  - revealing of another person's personal address, phone number, picture, or other data without personal or parental consent, as appropriate
18. It is rare but possible to accidentally access inappropriate materials. Students are to immediately report such events to district staff and then return to appropriate materials.
19. Users will promptly disclose to their teacher, or the appropriate school or district employee, any message they receive which is inappropriate or makes them feel uncomfortable.
20. Users will install software on a District computer or computer system assigned for their use only where they are permitted to do so. Such software must be legally licensed.

**21. Staff Guidelines**

- a) Staff must sign a District Digital Technology User Agreement at point of hire.
- b) Staff will demonstrate digital citizenship, both during and outside of school hours, by conducting all related activities in a responsible, ethical, legal and respectful manner in accordance with professional codes of ethics and standards and the District Digital Technology User Agreement.
- c) Staff will use dedicated school district sites and tools only for online communication with students and parents. Staff should obtain approval from their administrator when using other digital tools. All digital tools for communicating must comply with this policy and must be appropriately restricted i.e. to students in your class or activity.
- d) No personal contact information about students is to be posted.
- e) Staff will outline their expectations and specific rules regarding digital technology use with their students.
- f) Staff will use school based accounts for digital tools for educational purposes and communicating student learning. Staff will not interact with students in a non-educational manner with digital technology.
- g) Staff will utilize appropriate privacy settings to control access to their personal social media sites.

**SCHOOL DISTRICT NO. 40 (NEW WESTMINSTER)**  
**STAFF DISTRICT DIGITAL TECHNOLOGY USER AGREEMENT**

Name: \_\_\_\_\_ Site: \_\_\_\_\_

Street Address: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

As a user of New Westminister School District's District Digital Technology, I have read the above guidelines. I acknowledge that, when I am granted District network and internet access using district digital technology, my use of media and technology, the Internet and district e-mail system will be conducted in an ethical and professional manner.

I agree that I will not use this access for personal use during scheduled hours of work. I also agree that personal use will not include inappropriate behavior such as: access to or downloading from offensive sites; personal (non work-related) postings to social media sites or activities for personal financial gain.

I understand that my use of the Internet and district e-mail is identifiable by others as a district activity and acknowledge that it is my responsibility to ensure that my usage does not contravene any laws or district regulations, including copyright laws and laws pertaining to obscene and discriminatory material. I agree to adhere to licensing agreements and I also agree that I will not transmit sensitive material over the Internet.

I understand that my usage may be monitored and that inappropriate usage may be cause for disciplinary and/or legal action.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DIGITAL TOOLS OUTSIDE OF CANADA - STUDENT  
FOR THE \_\_\_\_\_ SCHOOL YEAR  
SCHOOL: \_\_\_\_\_**

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

New Westminster schools offer students and teachers access to district digital technology. Digital technology allows students and teachers to explain, communicate, document, store, and manage their learning. With the use of digital tools some photos and videos will be group media meaning photos and videos may show children working together on classroom projects and presentations. Accordingly, parents and students are asked not to reproduce or share any group images outside of the digital tool being used.

From time to time teachers and students may use various websites and applications that store data outside of British Columbia and possibly Canada. The Office of the Information and Privacy Commissioner for British Columbia requires that parents be made aware that student information may reside on servers not located in Canada and that parental consent is required when using such digital tools.

Students are expected to follow the guidelines in the District Technology Student User Agreement.

Some examples of digital tools:

- YouTube, Evernote, OneNote
- Blogger, Kidsblog, Edublog, Wordpress
- Twitter, Instagram, VoiceThread, Flickr
- Prezi, Haiku Deck

I consent for my child, for learning purposes, to use digital tools including tools where servers are located outside of Canada. This consent will be considered valid from the date at which it is signed until the end of the current school year, June 30.

Name of Parent/Guardian: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

**MEDIA, PHOTO, AND VIDEO RELEASE****FOR THE \_\_\_\_\_ SCHOOL YEAR****SCHOOL: \_\_\_\_\_**

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

It is New Westminster School District's tradition to allow staff and the media to photograph and film individual students and groups of students to commemorate, document, and promote learning and various educational sports and cultural events taking place in the schools and the district. While images and videos add to the community life of our schools, they are not required for educational purposes. Students' first names, photographs, video excerpts and comments may be published in the school yearbook, newsletter, or digital media and on occasion, in school district publications, annual report, or in the news media.

I give consent for the publication of my child's name, photograph, video excerpts and comments for purposes consistent with the above. This consent will be considered valid from the date at which it is signed until the end of the current school year, June 30.

Name of Parent/Guardian: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_