

ACCEPTABLE USE OF DIGITAL TECHNOLOGY

Background

The District views the safe and effective use of digital technology and information systems as essential for teaching, learning, and administrative functions. Technology can facilitate collaboration between students, educators, and parents; provide access to a wide variety of online resources, enhance engagement, and amplify student learning. We believe that all members of the school community must be responsible digital citizens and expect the responsible and ethical use of Digital technology.

The district recognizes its responsibility to protect the personal information of students and staff. Accordingly, the District will take all reasonable steps to exercises due diligence over students and staff use of technology. The District is committed to ensure that District digital technology is used for educational purposes and that users of such technologies are aware of their responsibilities for the acceptable use of these tools.

The following procedures are intended to promote the appropriate and legal utilization of District technology.

Procedures

1. General procedures and expectations for all users:

- 1.1. All users of District technology must comply with relevant administrative procedures, board policies and code of conduct.
- 1.2. Users will conduct themselves in a respectful, ethical, legal, and responsible manner while using District technology.
- 1.3. District technology shall only be used for educational and school-work related purposes.
- 1.4. Users are responsible for all activities carried out through their user accounts, including material they choose to access, send, or display.
- 1.5. The district will store, use, and disclose information only as necessary and in ways that are consistent with the School Act, Freedom of Information and Protection of Privacy Act (FOIPPA), and the provisions of this Administrative Procedure.
- 1.6. District Technology, including email services, internet use or data stored in the system are District property and may be inspected or monitored at any time.
- 1.7. The District has the right to place reasonable restrictions on technology resources, including material users' access or post through the District network.
- 1.8. The district shall endeavor to provide safe and appropriate access to the Internet using sophisticated protections and follow regulations as per Canada's anti-spam legislation.

1.9. The District recognizes that users may bring personal electronic devices (PEDs) to perform educational and school-work related duties.

1.9.1. The security and storage of PEDs is the sole responsibility of the owner/user. The District assumes no responsibilities for the safety, security, loss, theft, damage, repair, or replacement that may occur to PEDs brought to the school or worksite.

1.9.2. PEDs which are taken temporarily from students by teachers or administrators must be securely stored.

2. General Use:

2.1. Users will show respect for themselves, peers, and other users with whom they interact online. Users will not use abusive, vulgar, profane, obscene, harassing, or other inappropriate language.

2.2. Users will access only authorized district services and digital content, and appropriately licensed software.

2.3. Users will not use someone else's account or identity online.

2.4. Users will not access, store, or distribute any pornography, threatening, offensive or obscene material.

2.5. Users will promptly disclose to their teacher, or the appropriate school or District employee, any material accidentally accessed or any message they receive, which is inappropriate or makes them feel uncomfortable.

2.6. Users will comply with Canadian copyright laws.

2.7. Users will not distribute known false defamatory information about a person or organization.

2.8. Users will protect the identity, privacy and safety of themselves, peers, and other users.

2.9. Users will maintain digital security and keep passwords private.

2.10. Users will not take or share photos or videos of others without their permission.

2.11. Users shall not engage in any activity harmful to the District technology and will never attempt to vandalize District technology, including malicious attempts to destroy data of another user or district, via virus or other means.

2.12. Users who become aware of situations that may jeopardize the security of the District technology will bring them to the attention of the appropriate person or authority

3. Consequences:

3.1. If a user fails to comply with this Administrative Procedure, the District has the right to restrict, suspend or revoke that user's privileges relating to District technology, and apply disciplinary and/or legal actions.

3.2. Violation of this Administrative Procedure may be reported to the appropriate law enforcement authorities and may also be subject to criminal investigations and/or criminal charges.

4. Staff procedure:

4.1. Human Resources will ensure that all staff users have reviewed and signed the [Staff Technology User Agreement](#) at the point of hire, to have access to District technology.

- 4.2. Principals will review this Administrative Procedure and provide training on the Freedom of Information and Protection of Privacy Act (FOIPPA) annually with staff and ensure that all staff members sign the current Staff Technology User Agreement.
- 4.3. Staff will use dedicated District technology, sites and digital tools with students, parents, and other staff members, only for teaching, learning and administrative functions.
- 4.4. Staff will ensure that they limit their use of digital technology to those tools in compliance with the Freedom of Information and Protection of Privacy Act (FOIPPA), current Terms of Use of the specific tools, and the provisions of this Administrative Procedure. When in doubt, staff will refer to the [District privacy portal](#) and their administration for further guidance.
- 4.5. Staff will review the appropriate Technology User Agreement with their students on an annual basis and outline their expectations and specific rules regarding District technology

5. Students' procedure:

- 5.1. Principals will ensure that students have signed the appropriate Technology User Agreement on an annual basis to be authorized to use District technology. User Agreement for [K-5](#), [6-8](#) and [9-12](#).
- 5.2. When appropriate, Middle School Principals will ensure that students and parents/guardians and caregivers have provided a signed copy of [Bring Your Own Device Responsibility Contract](#) and reviewed the [Bring Your Own Device Handbook](#).

Definitions

District technology refers to the broad range of digital communication, information and related technologies used to support learning, teaching, and administrative procedures, whether accessed at or outside of school/work settings or time. It includes hardware, software, district network and its access, digital services such as email, cloud-based applications provided by the District, and digital content. It also includes the use of personal technology when accessing District network, services, and content.

Users refers to anyone using or accessing District technology, including students, staff, parents, and guests such as trustees or other members of the education community.

Personal technology refers to Personal Electronic Devices (PEDs) owned and provided by a user, used in relation to a District related activity, educational and school-work purposes.

*Reference: Sections 22, 65, 85 School Act
Freedom of Information and Protection of Privacy Act
Freedom of Information and Protection of Privacy Regulation
SD No. 40 (New Westminster)*

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