Administrative Procedure 123 **RESPONSIBLE USE OF TECHNOLOGY RESOURCES**

Using computing devices allows staff and students to engage in relevant, challenging, life-based learning opportunities. As such, all students and staff shall have the opportunity, within available resources, to access computing devices to develop computer literacy skills and skills in using computer networks. Computing devices will complement and enhance the Alberta Education Program of Studies and facilitate the integration of subject areas where appropriate.

Definition:

Computing Devices include but are not limited to desktops, laptops, phones, tablets, and cloud-based services. Whether the device or service is owned by the division, student, or staff member, the procedures and guidelines below will apply when at school or during work.

Procedures

1. Central coordination of computer resources is essential for developing standards and maintaining an effective and efficient computer network.

2. In the interest of developing socially responsible citizens who carry out their activities with honesty and integrity, staff and students must commit themselves to the ethical use of computing devices, access to the Internet, and the acceptance and use of computer security procedures employed in the Division.

   2.1 All staff must sign and submit **Form 123-2 – Staff Responsible Use of Technology Agreement** before using computing devices on division property. A signed copy of the agreement will be placed in the employee personnel file.

   2.2 Before using computing devices on division property, students must sign and submit **Form 123-1 – Student Responsible Use of Technology Agreement annually**.

   2.3 Procedures shall be developed to protect users from potential Internet predators using chat rooms, bulletin boards, news groups, e-mail or other similar media.

   2.4 In connecting with public networks, users may have access to socially inappropriate materials. All reasonable precautions will be taken to restrict access to controversial, socially or morally inappropriate material.

   2.5 All staff must adhere to Canada's Anti-Spam Legislation. Community members must provide consent on the student registration form to receive commercial electronic messages from the division. Sending commercial electronic messages without expressed consent from that individual is prohibited.

2.6 All staff will be provided professional development and training regarding ethics and cyber security involving using the division's network and email system.

3 Principals shall effectively manage and utilize computing devices to maximize student learning opportunities and ensure computer technology is effectively integrated within the curriculum.

4 School staff shall ensure that students allowed to use computing devices are supervised and operate within clearly stated and written instructions defining the limits of the assignment.

5 Teachers are responsible for

5.1 the supervision of student use of technology;
5.2 ensuring that the use of technology for teaching and learning is in accordance with the Teaching Quality Standard;
5.3 instructing and modeling digital citizenship; and
5.4 determining when and where students can access Board technology or personally owned devices.

6 Students are responsible for:

6.1 using technology only for curriculum-related/educational purposes;
6.2 using personally owned technology for only curriculum-related/educational purposes while in an instructional setting;
6.3 demonstrating digital citizenship through the appropriate use of technology;
6.4 reporting any inappropriate use of email, data or unauthorized technology to a teacher or administrator immediately; and
6.5 the care, maintenance and security of their personal devices; the Division is not responsible for the replacement of lost, stolen or damaged items.

7 Principals shall, at the beginning of each school year, review the Responsible Use of Technology procedure and contract with their staff. The Principal will ensure that teachers, at the beginning of the school year, review the Technology Acceptable Use procedure and contract with students.

8 In consultation with Principals, Division Office will purchase, upgrade, deploy, and install technology equipment to ensure network compliance and compatibility.

9 Software will be utilized only within the purchase or license and copyright agreements framework.

10 The illegal installation and/or storage of copyrighted software and files on Division computers is prohibited.

11 Division Network and the messages transmitted and documents created are the property of the Division.

11.1 Files stored on the Division servers are not private. School or Division personnel may review files and communications to maintain system integrity and ensure users use the system responsibly and legally.

11.2 All users of such property should expect only limited privacy in the contents of any personal files or record of web activity on the Division Network.

11.3 Individual searches or monitoring will be conducted if there is a reasonable suspicion that this administrative procedure has been violated.

11.4 The Division reserves the right to monitor and log any and all aspects of its computer system and Division Network usage, including e-mail communications.

12 Failure to adhere to the Technology Acceptable Use Contract may result in suspension or revocation of the offender's access privilege. Inappropriate use may result in disciplinary and/or legal action.

13 Unacceptable use of the network includes but is not limited to:

13.1 Using the network for any illegal activity, including violating copyright laws.
13.2 Using the network in ways that violate policies, administrative procedures, and behavior standards.
13.3 Using the Network for financial or commercial gain.
13.4 Degrading or disrupting equipment or system performance.
13.5 Invading the privacy of other individuals by accessing and/or vandalizing their electronic data.
13.6 Wasting technology resources, including bandwidth, file space, and printers.
13.7 Gaining unauthorized access to resources or entities.
13.8 Using an account owned by another user with or without his/her permission.
13.9 Posting personal communication without the author's consent.
13.10 Any activity that could compromise an individual's position as a representative of the Division.

14 Network Etiquette

14.1 Be polite. Do not get abusive in your communications to others.
14.2 Use appropriate language. Do not swear, use vulgarities, or other inappropriate language.
14.3 Do not engage in activities prohibited under municipal, provincial or federal law.
14.4 Do not reveal your or any other person's personal information (e.g., home address, telephone number, passwords, etc).
14.5 Do not reveal any passwords assigned to you. Electronic mail (e.g., e-mail) is not private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities and will result in the loss of user privileges, and other appropriate disciplinary actions.
14.6 Use of the network and Internet so that you will not disrupt the network used by other users.

14.7 All communications and information accessible via the Internet should be assumed to be the private property of those who put it on the network.

14.8 If you see a security problem on the network, report it to a system administrator.

15 In any setting, Computing devices will not contravene the Freedom of Information and Protection of Privacy Act (FOIPP). Specifically, computing devices will not be used in settings such as change rooms, washrooms, or private counseling rooms, that have the potential to violate a person's reasonable expectation of privacy.

16 The Superintendent requires Principals, in consultation with appropriate stakeholders, including School Councils, to formulate a school-wide plan in the event of an emergency, such as a lockdown or an evacuation, on the acceptable use of computing devices in emergency situations

17 Students who bring computing devices to the school must comply with all parts of Administrative Procedure 305 Student Conduct and Discipline. Students who consistently refuse to comply with the Division's procedures for using computing devices in the school setting may be subject to disciplinary measures detailed in the school's rules and the steps outlined in AP 305.

18 The Division makes no warranties of any kind, whether express or implied, for its service. The division will not be responsible for any damages. This includes data loss resulting in delays, non-deliveries, misdirected deliveries, or service interruptions caused by the division's actions or inactions or by the user's errors or omissions.

19 If connecting to Division email through a personal computing device, it must be password protected, and when a device is lost or stolen, the user will notify the tech department which may be able to wipe the device remotely.

20 Personal electronic devices used to access Division network resources must adhere to the following conditions: there must be no violation of licensing agreements, access must be achieved through processes defined and supported by the Division, acknowledgment that liability for loss, damage, or theft of the device resides solely with the user and support of the device resides solely with the user, and agreement with the terms and conditions outlined in this administrative procedure and the Responsible Use Form.

21 The Division is not responsible for loss or damage resulting from security violations.

22 Principals are responsible for authorizing and removing access to computing devices for all school users, including staff, students, and outside users.

23 Principals are responsible for restricting access to inappropriate subscriptions.

24 The Superintendent is responsible for authorizing and removing access of computing devices for Principals and Division Office staff.

25 Employees are reminded that they have a legal duty of fidelity to the Division as their employer. Employees are further reminded that many online communications are

considered public spaces, including, but not limited to, personal blogs and social networking sites. Consequently, employees are prohibited from making any negative or disparaging online comments about the Division that may threaten its reputation or legitimate business interests. Employees are further prohibited from publishing any negative comments about other employees, posting material that may violate the privacy rights of others, or disclosing any confidential information.

26 For certificated staff, their professional code of conduct infers appropriate off-duty online conduct at all times, and the code stipulates that at all times, teachers are to act in a manner that maintains the honor and dignity of the profession.

27 The Division has the right to specify who uses its equipment and the information contained therein, under what circumstances, and for what purpose. Equipment purchased by the Division belongs only to the Division, and neither employees, volunteers, nor students in the Division have ownership rights to any equipment loaned to them by the Division. Extensive use of Division equipment and software for private or personal business is strictly prohibited and may subject the violator to disciplinary action.

28 Works covered by copyright developed by employees during their employment shall be the intellectual property of the Division. Works covered by copyright that are developed by employees outside of school facilities, beyond the instructional day, not in the course of their employment, and intended for commercial distribution are not the intellectual property of the Division.

29 The Division Technology Plan will be reviewed annually and can be accessed on the division website at www.ecacs.ca under documents.

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Reference: Section 31, 53(1) and 53(2), 222 Education Act
Freedom of Information and Protection of Privacy Act
Canadian Charter of Rights and Freedoms
Canadian Criminal Code
Copyright Act
A.T.A. Code of Professional Conduct
HFCRD Procedure 140 Responsible Use of Technology