

Technology in schools can provide exciting, challenging, and broad-based learning opportunities for students. However, public networks have material that is inappropriate for students. Attention must also be given to provide reasonable security of the Divisional system and school networks.

Procedures

1. The Director of Technology or designate will be required to prepare a long range Technology Plan as part of the Division's educational planning. The Technology Plan shall include:
 - 1.1 Provision for new hardware, hardware upgrading, and existing hardware reconditioning and upgrading;
 - 1.2 Requirements for software copyright and licensing;
 - 1.3 The need for teacher resource material and in-service; and
 - 1.4 A review of the computer hardware, software and network standards within the Division.
2. The Principal is responsible to:
 - 2.1 Ensure that computer technology is effectively integrated in curriculum development;
 - 2.2 Provide for staff development opportunities to ensure effective utilization of available computer technologies;
 - 2.3 Authorize the computer access required by members of the school staff;
 - 2.4 Have in place a set of procedures that outline the contractual arrangements for student access to the Internet. The contract shall specify terms and conditions of use, prohibited activities and consequences for violations;
 - 2.5 Consult with parents to ensure that an agreement is reached regarding the limits to student use of computer equipment;
 - 2.6 Ensure that students who are allowed to use the Internet and connected services are properly supervised and made aware of expectations for proper use; and
 - 2.7 Advise parents of their responsibilities when instruction is delivered by a virtual school in the home learning environment.
3. The Technology Plan adopted at the school level should provide for the following:
 - 3.1 The opportunity for all students to develop computer literacy skills in the use of computer networks during their school program;
 - 3.2 The development of computer skills and knowledge of computer functions and applications shall be provided to students in an appropriately sequenced manner throughout all program levels; and

- 3.3 The provision for ensuring that all students receive training regarding procedures, ethics and security involving the use of the Internet and connected services.
- 4. All users of the technology systems are to be made aware that:
 - 4.1 The Internet shall not be used for private or business use or political purposes;
 - 4.2 All accounts and passwords are to be kept confidential and not shared or made accessible to others;
 - 4.3 Accounts may not be shared with other users or left open on the system;
 - 4.4 The use of programs that harass Internet users or infiltrate a computing system and/or damage the software components is prohibited; and
 - 4.5 The Division and administration will assume no responsibility or liability if student documents stored on Division stored on Division equipment are lost or damaged, nor will the Division be responsible for security violations beyond the appropriate response to those persons involved in such violations.
- 5. A contract has been developed for the use of the East Central Alberta Catholic School Division's Computers and Internet. A copy of this contract is found Forms Cabinet and must be signed by all ECACS users.

Reviewed/Revised: November 2012, March 2014 April 2020