

**MOOSE FACTORY ISLAND
DISTRICT SCHOOL AREA BOARD**

ADMINISTRATIVE PROCEDURE NO. 147	
Effective	
Revision Date	

STAFF AND STUDENT USE OF TECHNOLOGY

PURPOSE

The Moose Factory Island District School Area Board recognizes the value of technology in supporting student achievement, staff development, quality instruction, and efficient business practices. By integrating technology into the classroom, teachers are helping students to stay engaged in learning and are giving them tools for the 21st century.

Appropriate use of technology contributes to a positive and safe learning environment. The Board expects that technology services supplied by the Board and personal non-Board devices used on Board property or at Board-sponsored events will be handled in an appropriate and responsible manner.

Since inappropriate use of technology exposes the organization to risk, it is important to specify rules of conduct regarding what is permitted and what is prohibited. The purpose of this administrative procedure is to detail the acceptable use of information technology for the protection of all members of the school community.

DEFINITIONS

Board Technology Services: Board technology services include:

- Board-provided technology and personal devices connecting to the Board's network and accessing Board technology services such as, but not limited to, the internet, email, and digital learning platforms;
- access to the Board's network from any location, such as, but not limited to, the school, workplaces, home, and other offsite locations; and
- Board-provisioned hardware including, but not limited to, removable and/or external storage devices.

Digital Learning Tools: Digital learning tools are accessed using technology devices, typically via an internet connection, such as, but not limited to, Google Apps and social media.

Internet: The internet is an electronic information medium connecting millions of computers together around the globe. Users of the internet have access to:

- Electronic mail
- Information and news*
- Public domain and shareware software
- Discussion groups and more

Personal Non-Board Device: A personal, non-Board device is any computing device not owned or provided by the Board that is brought into a Board building or to a Board event, activity, or program by any user whether used for instructional or personal purposes. This procedure also applies to the use of personal technology outside of Board property if that use impacts on the school climate. Such devices include personal computers, smart phones, and tablets.

Personal and Private Information: Personal and private information of students and staff members is protected under the *Municipal Freedom and Protection of Privacy Act*. The Board is obligated by this *Act* to carefully manage all personal information within its custody and control how it is collected, used, and released. This includes not giving out personal information belonging to students, parents, or staff, such as home address, telephone number, age, or family status without permission. Individual consent to post personal information on the internet is necessary as the information is outside of the Board's custody and control once it is on the web.

PROCEDURES

1. Board Expectations

- 1.1. This administrative procedure outlines the expectations of the Moose Factory Island District School Area Board with relation to the use of technology services supplied by the Board or used in a way that impacts upon the Board. All users are required to know and abide by this procedure in order to ensure that information technology is being used in a safe, appropriate, and responsible manner.
- 1.2. Use of personal non-Board devices, whether used on Board or non-Board networks, are subject to this procedure when used in work and school learning environments. [See Section 7: Use of Personal Non-Board Devices below.]
- 1.3. Network etiquette is expected to be followed, including using appropriate and respectful language, the avoidance of the distribution of nuisance or junk mail, and the efficient use of on-line time.

2. Limit on Access

- 2.1. All members of the school community will use the network access only for educational and administrative purposes which may include academic exchanges, special projects, support services, and curriculum and professional development activities. Commercial use and excessive personal use of the network are not permitted.
- 2.2. Information acquired or generated shall be consistent with the explicit educational vision, mission, and values of the Board. For this reason, the Board and school will attempt to electronically block material not consistent with the Board's vision, mission, and values.

3. Restrictions

3.1. Without limiting the generality of the above, the following are examples of unacceptable use of Board technology:

- accessing the internet for personal use during regularly scheduled working hours;
- attempting to modify or gain access to files, passwords, or data belonging to others;
- willfully collecting, maintaining, or disclosing personal information in contravention of the *Municipal Freedom of Information and Protection of Privacy Act*;
- using email distribution lists without appropriate authorization;
- using abusive or objectionable language in either public or private messages;
- attempting to circumvent security systems;
- developing, using, or viewing materials that harass others or involve obscene images and profanity;
- using electronic recording devices in the workplace to record any interactions between two or more parties unless all parties explicitly consent;
- distributing any images, sounds, messages, or other materials which are illegal, obscene, harassing, racist, inflammatory, malicious, fraudulent, or libelous;
- transmitting commercial or personal advertising, solicitations, or promotions for personal gain;
- lobbying elected officials or campaigning for any individual running for municipal, provincial, or federal office;
- breaching software and copyright licensing agreements;
- knowingly placing a virus into a computer; and
- trespassing into another user's folders, files, or work.

3.2. Use of Board technology shall be for Board authorized administrative, instructional, or research initiatives only.

3.3. All students are required to sign the "Technology Use Agreement" for Moose Factory Ministik students. [FORM ADMIN 147 Technology Use Agreement]

3.4. Parent/Guardian permission is required for student use of the internet.

3.5. School access points to Board technology and the internet must be approved by the principal, and students must be supervised by a teacher or other staff member.

4. Protecting Personal Privacy

4.1. The use of technology, including devices with digital imagery and cellular capability, must be used in an appropriate manner that respects the privacy and dignity of others. Such technology must not be used in areas where there is an expectation of privacy, such as in washrooms or change rooms.

4.2. Unless it is a school-sanctioned activity, users must not take photographs, videos, or audio recordings of a person or persons on school property, or at school

events/activities during school hours, unless prior approval of the person(s) and principal or designate has been received in writing.

4.3. Failure to obey Section 4: Protecting Personal Privacy will be dealt with according to school procedures, administrative procedures, and/or the police protocol.

5. Disclaimer

5.1. Every effort will be made to ensure the privacy of a user's information. However, all information that is sent, received, and created using the district network is subject to examination, if deemed appropriate, by the supervisory officer or designate.

5.2. Moose Factory Island District School Area Board does not accept any responsibility for the use or misuse of information acquired by any user accessing the internet using technology, as defined in this procedure, nor any situations, issues, or litigation that may arise from unauthorized use or contravention of any of the rules of conduct set out in this administrative procedure.

6. Responsibilities for Use of Board Technology

6.1. All Users:

All users shall:

- familiarize themselves with and understand this procedure and abide by its expectations and restrictions;
- use technology resources in ways that do not disrupt others or compromise the workings of the system;
- maintain their password and user identification confidentiality;
- ensure records retention requirements are met by referring to the Board's classification and retention schedule;
- delete spam mail upon receipt; and
- report to the immediate supervisor any inappropriate content of which they become aware on any Board-provided technology.

6.2. System and School Administrators:

System and school administrators and supervisors shall:

- ensure this procedure is communicated to their staff upon hiring and annually thereafter;
- manage computing and information technology resources for staff and students;
- monitor staff use of technology, and ensure that violations are reported; and
- apply corrective and disciplinary measures to address violations of this procedure.

6.3. Teachers:

Teachers shall:

- instruct all students to adhere to this procedure;
- take reasonable steps to actively supervise student use of computing and information technology facilities and resources;

- report any suspected inappropriate use of Board technology or technology services to the principal; and
- use this procedure, the Board or school code of conduct, and applicable Board policies and procedures when applying sanctions for misuse and/or illegal use of the Board's computing and information technology resources.

6.4. Students:

Students shall:

- make sure they understand and follow the information technology acceptable use agreement; and
- only use Board and personal technologies for educational purposes, as defined by the teacher, when on Board property.

7. USE OF PERSONAL NON-BOARD DEVICES

Loss, Damage, or Theft of Personal Electronic Devices

- 7.1. Students and staff members are responsible for safe-keeping their personal electronic devices. The school or administrative office is not responsible in the event of loss, damage, or theft.
- 7.2. If a student fails to abide by the rules of conduct outlined in this procedure, the electronic device may be confiscated and returned to the parent or guardian, or after the instructional day, or as appropriate to the circumstances.

Responsibilities for Use of Personal Devices

7.3. All Users:

- a) All users shall understand and adhere to the terms of this administrative procedure with regard to the use of personal non-Board devices.
- b) All users will use personal technology in ways that do not disrupt other users or compromise the functionality of the system.
- c) All users will avoid the use of personal technology, whether on or off Board property, in a way that impacts negatively on the school climate.
- d) All users will avoid the use of Board accounts to promote political parties, religion, or advertising of any kind.

7.4. System and School Administrators:

- a) Administrators will work in conjunction with staff, parents, and students to develop expectations regarding the use of personal devices, and communicate expectations to all users.

- b) Administrators will ensure staff members adhere to the proper usage of non-Board devices when used in any Board facility, including the use of any online social networking tools.
- c) System and school administrators are responsible for managing any issues that arise, and for notifying their supervisor of any inappropriate use on any personal device of which they become aware.
- d) Administrators will ensure clearly defined sanctions appropriate to the degree of severity for misuse of non-Board devices, and apply corrective and disciplinary measures, as appropriate, to address violations of this procedure.

7.5. Teachers:

- a) Teachers will maintain a sense of professionalism at all times and maintain a clear distinction between personal and professional social media use.
- b) Teachers will not follow students on their personal social media accounts.
- c) Teachers will adhere to the applicable restrictions on the use of technology set out in Section 3 above when using personal devices.
- d) Teachers will ensure that their principal has approved the use of non-Board devices within the school or learning environment, and will manage and actively supervise such student use of non-Board devices.

7.6. Students:

- a) Students shall practice safe, legal, and responsible use of personal devices.
- b) Students may use personal devices for educational purposes in Board facilities if permitted by the teacher. The teacher will set out clear directions for this use.
- c) Personal electronic devices may be used during school-related activities (i.e., school field trips, sports events, etc.) only if the following conditions are met:
 - The teacher, other supervisor, or coach will designate the time, area, and location where students may use personal electronic devices.
 - After the designated time, area, and location has passed, all students must hand in all personal electronic devices to the staff. Staff members will then return the devices to students at the end of the event.
 - Photographs cannot be reproduced, transferred, published, or posted on the internet without the subject's and the supervisor's permission.

[Note: The Board will accept NO responsibility or liability for any photographs posted on the internet.]

- d) The above conditions for the use of personal electronic devices will be part of the field trip permission form which will be signed by both parents/guardians and the student.
- e) Students will never use personal devices for cyberbullying. Cyberbullying includes the use of e-mails and instant messaging, and text or digital imaging sent on cell phones or other personal electronic devices to intimidate, harm, exclude, or ruin another's reputation.
- f) The principal, in consultation with the supervisory officer, will determine whether cyberbullying outside the school constitutes a school matter. Key factors in determining whether the behaviour concerns the school will be:
- whether there is evidence that the student or students who have been threatened or intimidated are impaired in their ability to progress in their studies or responsibilities at school; and
 - whether the conduct is injurious to the moral tone of the school and/or affects school safety and security.
- g) If it is determined that the off-site behaviour affects the school in a negative way, the principal will intervene as if the inappropriate behaviour was initiated in the school, and may impose discipline according to the policies and administrative procedures of the Board or Ministry of Education, and may involve police services.

8. Board-Provided Mobile Devices

- 8.1. The Board may provide classrooms with technology in the form of mobile devices. These devices offer portability of use by staff members and students for work- and school-related activities. Classroom mobile devices are the property of Moose Factory Island District School Area Board and do not belong to any one individual.
- 8.2. Additional care and understanding of how the devices should be handled, used, and stored is required by students and staff members.
- 8.3. No personal or confidential information should be stored on these Board devices. Each user must remember that the device will be shared.
- 8.4. Classroom mobile devices may be used outside the school setting, such as being taken home by a teacher to do report cards or used during a school-sponsored event. While outside the school setting these devices are to be used only by the specified staff member or student.
- 8.5. Only school or district-approved software/applications are to be installed.
- 8.6. If a mobile device is lost, the user must notify the principal immediately in order to activate breach procedures.

- 8.7. Where at all possible, classroom mobile devices should be stored in a secure location when not in use.
- 8.8. Due to the size, shape, and weight of classroom resource mobile devices, the device must be handled with care. Attention is required when packing, transporting, and using them.

9. Consequences of Misuse

- 9.1. Individuals who do not comply with this administrative procedure will be subject to appropriate consequences consistent with the Board or school code of conduct, the principles of progressive discipline, and legislation.
- 9.2. Consequences may include, but are not limited to, the following, either singularly or in combination depending on the individual circumstances:
- limitations or suspension being placed on access privileges to personal and Board technology resources;
 - appropriate progressive disciplinary measures (staff), up to and including termination of employment;
 - appropriate progressive discipline measures (students) within the Board and school code of conduct, Board policies and procedures, and the *Education Act, Part XIII Behaviour, Discipline and Safety*; and/or
 - legal action and prosecution by the relevant authorities.

REFERENCE DOCUMENTS

Legal References:

Education Act, Section 169.1 Positive School Climate

Education Act, Section 265 Duties of Principal: Discipline and Care of Pupils and Property

Education Act, Part XIII Behaviour, Discipline and Safety

Ontario Regulation 298 Operation of Schools, section 11: Duties of Principals

Ontario Regulation 298 Operation of Schools, section 20: Duties of Teachers

Ontario Regulation 298 Operation of Schools, Section 23 Requirements for Pupils

Policy/Program Memorandum No. 128 The Provincial Code of Conduct and School Board Codes of Conduct

PPM No. 144 Bullying Prevention and Intervention

PPM No. 145 Progressive Discipline and Promoting Positive Student Behaviour

Ontario Human Rights Code

Criminal Code

Copyright Act

Municipal Freedom of Information and Protection of Privacy Act

Personal Health Information Protection Act

Board References:

Board Policy GOV-01 Vision, Mission, and Values
Board Policy GOV-07 Learning and Working Environment: Equity and Inclusion
Board Policy GOV-08 Learning and Working Environment: Safe Schools
Board Policy GOV-09 Safe Schools: Board Code of Conduct
Board Policy GOV-23 Progressive Discipline: Staff
Administrative Procedure 215 Effective Use of Technology
Administrative Procedure 368 Student Discipline and Supervision
Administrative Procedure 376 Progressive Discipline
Administrative Procedure 377 Student Discipline: Bullying
Administrative Procedure 378 Student Suspension
Administrative Procedure 379 Student Expulsion
Administrative Procedure 390 Police Protocol
Administrative Procedure 458 Prevention of Abuse of Students
Administrative Procedure 493 Workplace Conflict and Harassment
Administrative Procedure 534 Damage to School Property
FORM ADMIN 147-01 Technology Use Agreement [primary/junior classes]
FORM ADMIN 147-02 Technology Use Agreement [intermediate classes]

Resources:

- Bluewater District School Board Administrative Procedure AP 2820-D Student Internet Access
- Halton District School Board Administrative Procedure Social Media and Electronic Communications for Staff
- Halton District School Board Acceptable Use Procedures for Information and Communication Technology (ICT)
- Hastings and Prince Edward District School Board Administrative Procedure 147 Technology Use
- Peel District School Board Policy # 78 Digital Citizenship
- Thames Valley District School Board Administrative Procedure No. 5017B Information Technology Appropriate Usage Procedure
- York Region District School Board Policy and Procedure # 194 Use of Technology