

# ACCEPTABLE USE OF TECHNOLOGY

## Background

The District acknowledges the potential of technology to enhance communications and learning in schools, the school community, and the District's working environments. Accordingly, the District supports the development of administrative procedures to provide information and support the safe and appropriate use of technology, and to govern the use of technology by students, staff, parents, volunteers, and the community.

The District encourages acceptable, ethical, responsible and legal use of all District and personal technology by users. Such use will be consistent with this Administrative Procedure and other District policies and procedures, including the Administrative Procedure 350 - District Student Code of Conduct, and school rules.

The District acknowledges the need to protect the integrity of school and working environments and that the safety, security and privacy of students, staff and other users are of paramount importance.

The District has designed this Administrative Procedure to reflect the dynamic and evolving nature of technology. However, due to the continual change that occurs in technology, this Administrative Procedure is to be reviewed on a regular basis.

## Definitions

District Technology means any electronic device, service or system designed or used to assist in extending human potential (including but not limited to computers, cell phones, cameras, social networking sites, e-mail and voice services, school networks, etc.) owned and/or operated by the District, including but not limited to the District's network, servers, and e-mail.

Internet means an electronic communications system connecting electronic devices all over the world through which individual subscribers can interact and share information.

Personal Technology means any electronic device, service or system designed or used to assist in extending human potential (including but not limited to computers, cell phones, cameras, social networking sites, e-mail and voice services, school networks, etc.) owned and/or operated by a school District user and excludes school-District owned technology.

District Network Intranet means a privately maintained computer network that can be accessed only by authorized persons, especially members or employees of the organization that owns it.

System means interrelated and interdependent hardware and software and data communication devices.

User means all students, staff, parents, school volunteers and the community using District technology or personal technology that is connected with any District or District-related activities, including off-campus activities if such activities have a connection to the District or its schools.

## Procedures

### 1. Technology and Instruction

- 1.1. New technologies shift the ways that information may be accessed, communicated and transferred by members of society. As student and staff access to rich information resources is desirable, school environments in the District will be characterized by the incorporation of the best instructional practice through the integration of information and communication technology tools into all aspects of student and professional learning. This environment will be characterized by openness, accessibility, transparency, ethical use and personal accountability and responsibility of all users.

### 2. Security and District Rights

Access to District technology is a privilege, not a right.

#### 2.1. Access

- 2.1.1. The District expects that the use of District technology will occur in an appropriate, ethical, responsible, and legal manner for the purposes of supporting educational programs and the District's administrative services.
- 2.1.2. All users are responsible for ensuring they have reviewed this Administrative Procedure prior to making use of District technology services.
- 2.1.3. The District's Director of Information Technology may block messages or remove files that are unacceptable and/or in violation of District procedures.
- 2.1.4. If District technological equipment is provided to a District technology user, [Form 140-2: Use and Care of District Electronic Equipment](#) form must be completed.

#### 2.2. Use of Technology

- 2.2.1. Technology must be utilized in a manner that will not negatively impact or threaten the security or integrity of the District's technology system.
- 2.2.2. All property (intellectual and physical) created with District technology is the sole property of the District.
- 2.2.3. The District is aware that users, during personal time, may use District technology for non-District related purposes (e.g., personal banking, communications, etc.). The personal use of District technology must be appropriate and comply with this Administrative Procedure and all District policies, procedures, standards, and expectations. The District is not responsible for the loss of any personal data or information created or stored on District technology.

#### 2.3. Etiquette and Privacy

- 2.3.1. Users are responsible for all activities carried out through their user accounts. All activities must be professional, respectful and factual.
- 2.3.2. All users are expected to conduct communications using the District's technological services in a courteous, respectful, and otherwise appropriate

manner consistent with the Board's mission statement, Board policies, administrative procedures, and the guidelines and expectations outlined in the Administrative Procedure 350 - District Student Code of Conduct and school codes of conduct.

- 2.3.3. Users bear the sole responsibility for the material they choose to access, send, or display. Users should be aware The District has the right to monitor any network activity in order to maintain both the operation and appropriate function of the information network and records of use are automatically created.
- 2.3.4. Use of District technology, except as otherwise provided by law, Board policy or Administrative Procedure (e.g. in relation to the District's use of student and employee information and records) is neither private nor confidential and may be monitored without notice.
- 2.3.5. Users will respect the privacy of others and not tamper with, open, or read other users' files, passwords and/or accounts.
- 2.4. Privately Owned Computers must meet the following requirements:
  - 2.4.1. Connect to the appropriate District wireless networks.
  - 2.4.2. Software must be appropriately licensed.
  - 2.4.3. Have up-to-date anti-virus and anti-malware software installed and running.
  - 2.4.4. All current operating system and software security patches installed.
  - 2.4.5. Have a machine name acceptable to the School District.
- 2.5. The District is not responsible for:
  - 2.5.1. Repair of privately-owned computers (hardware or software).
  - 2.5.2. Compatibility problems with its networks, computers, and software.
  - 2.5.3. Network connectivity problems.
  - 2.5.4. Theft or damage to privately owned computers, software, or data.
  - 2.5.5. Providing licenses for software used on privately owned computers.
- 2.6. Safety
  - 2.6.1. The use of District technology or personal technology in relation to a school District activity or related activity must not result in a threat, real or potential, to the safety and welfare of students and/or staff or any other member of the school community.
  - 2.6.2. Upon entering the District, all users shall read and accept the conditions for appropriate and safe use of technology as outlined in this Administrative Procedure.
  - 2.6.3. Upon registering in a school, [Form 140-1: Consent for Student Access to District Technology Systems and Services](#) is distributed to and signed by the student and parent(s) and returned to the school.

- 2.6.4. Information regarding the safe and appropriate use of District and personal technology shall be provided to students and staff by the Principal at the beginning of each school year.
- 2.6.5. Parents will be advised of the potential risks associated with the use of technology by students so that they may review safety precautions with their children.

### 3. Integrity and Plagiarism

- 3.1. Technology must be utilized in a manner that upholds the integrity of the District, educational programs, and the school environment.
- 3.2. Users must not copy or plagiarize any information obtained through District technology, personal technology, or any other means, and claim it as their own. Plagiarism is a serious offence. Students who engage in plagiarism will be subject to this Administrative Procedure, the Administrative Procedure 350 - District Student Code of Conduct and school rules.
- 3.3. Users must comply with all District licensing agreements, District Administrative Procedure 190 - Copyright Laws and all Canadian laws.

### 4. Violations of Administrative Procedure

- 4.1. Violations of this Administrative Procedure may result in privileges relating to District and personal technology being suspended or revoked. Inappropriate use of technology by students and staff may result in disciplinary action up to and including termination of employment.
- 4.2. Violations 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.
- 4.3. The Superintendent or designate may from time to time exempt a user or department from compliance with this procedure where a valid business reason exists.

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

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