

USE OF INFORMATION TECHNOLOGY

Background

The Division is committed to maintaining integrated network resources to support learning, to maximize the impact of support services, and to connect the work of the Division to the larger community.

The Assistant Superintendent, Corporate Services is responsible for the administration of this administrative procedure.

Definition

Network resources refers to all hardware, software, services (such as e-mail and Internet access) and information resources (available online) accessed by authorized users of the Division network.

Procedures

1. Planning and Administration

- 1.1 A technology plan for network renewal, technology infusion and Division-wide professional development and implementation related to the infusion of technology will be maintained by Learning Technologies collaboratively with Learning Services.
- 1.2 Division planning shall include a technology component developed by Learning Technologies to be reviewed annually.
- 1.3 Principals will ensure:
 - 1.3.1 Equitable and appropriate access for all students;
 - 1.3.2 Achievement of the outcomes of the Program of Studies as they relate to the infusion of technology; and
 - 1.3.3 Appropriate access for staff in the performance of responsibilities.
- 1.4 Directors and supervisors will consult with Learning Technologies in developing plans for integration of information and communication technology into operations.

2. Access to Network Resources

- 2.1 Information technologies including personal devices whether owned by the division or personally are to be used safely and responsibly as described through [ISTE's Nine Elements of Digital Citizenship](#) and as activated in the Division Respectable Use Agreement.
- 2.2 All access to Division Network Resources is subject to the general policies and procedures of the Division.

- 2.3 Personal devices used to access network resources must adhere to the following conditions:
 - 2.3.1 There must be no violation of licensing agreements;
 - 2.3.2 Access is achieved through processes defined and supported by Learning Technologies;
 - 2.3.3 Liability for loss, damage or theft of the device resides solely with the user; and
 - 2.3.4 Support of the device resides solely with the user.

3. Management of Network Resources

- 3.1 All infrastructure development and modifications will be coordinated through Learning Technologies which will establish standards for the work.
- 3.2 Software installation must be completed in consultation with staff from Learning Technologies, subject to the following conditions:
 - 3.2.1 Appropriate licensing must be obtained prior to activating an installation;
 - 3.2.2 Evidence of all software licenses purchased by a school or department must be readily available for audit. It is the responsibility of the Principal or department manager, in collaboration with the Technology Facilitator, to maintain such evidence;
 - 3.2.3 The department which purchased the software, in collaboration with Learning Technologies, must maintain evidence of all software licenses purchased by the Division; and
 - 3.2.4 All software must be registered in the name of the Division.
- 3.3 No personal software may be installed onto the network or onto individual Division-owned computers.
- 3.4 Network storage devices are the property of the Division. Network administrators may review files and communications to ensure system integrity and responsible use of resources.

4. Intellectual Property and Copyright

- 4.1 All users of network resources are required to respect copyright/licensing laws and regulations. The Division will not accept responsibility for a user who willfully and knowingly contravenes copyright or licensing laws.
- 4.2 Works covered by copyright that are developed by employees in the course of their employment shall be the intellectual property of the Division.
 - 4.2.1 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 may be purchased by the Division subject to Administrative Procedure 400 – Human Resource Framework.
 - 4.2.2 Works created by an employee outside of school facilities beyond the instructional day, not in the course of their employment but utilizing the expertise garnered while on the job can be held to be belonging to the employer and will be reviewed on a case-by-case basis.

- 4.3 Students own all the rights of copyright in and to the work they create as part of their education, whether generally or within the scope of a particular class. Any use of that work must be with the express and generally speaking written permission of the students. Verbal permission can be provided in easily reversible cases, such as art work on a school wall.

Reference: Relevant Legislation & Guidelines