RESPONSIBLE USE OF TECHNOLOGY

Background

Foothills School Division provides technology resources that support learning for students and staff or supports administrative operations. *Network resources* refer to all resources on the network of Foothills School Division. This includes, but is not limited to, Internet access, e-mail accounts, installed software, personal file storage and all hardware connected to the network. Networked technology is infused in the daily lives of students and its use as responsible citizens is implied.

Principles of Use

• Foothills School Division owns all network resources and has the right to monitor use of the network resources.
• All network resources are for educational use.
• Network resources are valuable resources and should be used responsibly.
• The use of network resources is subject to all legislation, regulation, policies and practices of both the division and the school related to technology, property or conduct.
• Access to network resources with personal devices is subject to the policies and practices of Foothills School Division.

Activation of the Nine Elements of Digital Citizenship (ISTE 2009)

Users of district based network services will have the knowledge, skills and abilities that allow users to:

• Be able to responsibly participate in a digital society provided to them when they access district network resources.
• Provide the self-protection required to buy and sell in a digital world.
• Digitally communicate safely and appropriately through multiple methods.
• Use digital technology collaboratively and demonstrate critical thinking in its use.
• Consider others when using digital technologies.
• Protect the rights of others and be able to defend their own digital rights.
• Consider the risks (both physical and psychological) when using digital technologies.
• Abide by the laws, rules, and district policies that govern the use of digital technologies.
• Be custodians of their own information while creating precautions to protect others' data as well.

Conditions of Use by all Users

• Users should use network resources for appropriate educational purposes only.
• Users will not publish on the Internet or in publicly viewed files personal information about themselves or others without the appropriate consent prior to posting.
• Users who discover material on the network that is inappropriate or makes them feel uncomfortable should report the material to a staff member.

- Users will only use their assigned login in the manner intended. This includes accessing only network resources assigned to their login. Users will not use another person's files, output or user name.
- Users are responsible for the security of access (login and password) to their network resources. In particular, do not tell others your password or leave a workstation where you are logged in. Change your password regularly. Users are responsible for problems caused by use of their login by other individuals.
- Users will not decrease the operation of and access to network resources through inappropriate use of network resources, malicious activity directed against network resources or through unauthorized use of personal programs/data files.
- Access to network resources with personal devices requires the permission of the school administration.
- Consequences of inappropriate use of network resources could include loss of network privileges, withdrawal from a course, suspension, expulsion, financial liability for damages, termination of employment or other legal action.

Procedures

1. Principals shall:

    1.1. Inform students, parents and staff of the Division's and school's expectations for responsible use.
    1.2. Encourage parents to communicate to school personnel any concerns they may have about inappropriate use of network resources.
    1.3. Ensure all staff are aware of the Network Resources Responsible Use Protocol and the Social Media Code of Conduct.

2. Principals shall educate students, parents and staff regarding the nine elements of digital citizenship as outlined on the web at https://www.iste.org/docs/excerpts/DIGCI2-excerpt.pdf

3. When dealing with situations involving inappropriate use of network resources, school staff are to:
    3.1. Intervene quickly to enforce this administrative procedure.
    3.2. Enforce the procedure consistently.
    3.3. Develop protocols for investigating incidents.
    3.4. Involve technology facilitators to enforce appropriate actions regarding student accounts
    3.5. Confiscate electronic devices as required. The division assumes no responsibility for the safety, security, loss, repair or replacement of said device.
    3.6. Securely store any confiscated devices taken.

4. Principals will involve the Director of Learning Technologies in cases where investigation into stored digital information is required.

5. It is expected staff will act professionally, ethically and morally when using network resources. Inappropriate use of technology by staff is subject to disciplinary action up to and including termination of employment.

Reference: Relevant Legislation and Regulations.
Responsible Use Agreement