

## **1.0 School Administration**

### **1.A. General**

#### **1.A. TECHNOLOGY AND INFORMATION SYSTEMS**

Acceptable Use of Information and Communication Technology (ICT) for Employees and Students

**Adopted: January 2014**

**Reviewed by Committee: February 18, 2014**

**Policy Reference: EL-1.1/EL-1.2**

Lakeshore School Division  
Technology and Information Systems



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### **Philosophy**

Lakeshore School Division recognizes that Information and Communication Technologies (ICT) including social media have significantly impacted every facet of modern society including public education. These technologies provide students and educators with unique and powerful ways to enhance their learning.

The Division is pleased to provide employees and students with access to networks and devices to enhance learning any time of the day. As employees and students have widespread access to ICT, the use of personal devices and connectivity is considered to be encompassed by this Acceptable Use Regulation and Procedure.

As with all other employment related matters, staff are expected to adhere to professional standards of conduct. The purpose of this procedure is to provide guidance to ensure employee and student interactions with ICT and social media contribute positively to the learning environment at school and in the community.

Employee use of ICT is subject to this and other Division procedures.

## DEFINITIONS:

**Information and Communication Technology (ICT)** resources include, but are not limited to computers, networks, Internet, email, collaborative technologies and other forms of communication services and products.

**Network** is a wired and wireless technology network including school and division networks, cellular networks, commercial, community or home-based wireless networks accessible to students and employees.

**Devices/Hardware** includes, but is not limited to Lakeshore School Division owned or user-owned personal communication devices, smart phones, audio/video devices, computers and storage devices.

**Social Media** is defined as any form of online publication that allows interactive communication, including but not limited to, social networks, blogs, websites, internet forums and wikis. Examples of social media include but are not limited to: Facebook, Twitter, YouTube, Google, Instagram, Blogger and Flickr.

**Professional Social Media** is work related social media activity that is either school or school division based.

**Personal Social Media** is a non-work related social media site where you are identifiable as an employee of Lakeshore School Division.

**Software** is defined as any application that is to run on divisionally owned hardware/device.

## Employees - Acceptable Use Procedure

1. Lakeshore School Division's computers, software, networks, electronic systems, and access to the internet are intended for educational research purposes and for conducting school or divisional business. Divisionally owned devices /computers and email addresses are provided for business purposes.
  - a) Personal use of devices should be restricted to non-working time wherever possible (i.e. breaks, lunch, after work).
  - b) All communication, both personal and business, must be professional and respectful.
  - c) All electronic devices issued to staff remain the property of the Division.
2. Users are expected to bring their divisionally issued devices to work every day to ensure that regular updates can be administered.
3. In order to maintain system integrity and to ensure that users are utilizing the system responsibly, network administrators may, as part of their authorized responsibilities, access any user's divisionally owned device and network storage area at any time. Users should expect that:
  - a) There are no guarantees implied or made regarding the assurance of security, storage, or backup of personal or divisional data.
  - b) Lakeshore School Division may take immediate action to correct instances that expend Lakeshore School Division resources on content it determines lacking legitimate educational content/purpose.
4. The use of Lakeshore School Division owned or employee owned devices imparts personal responsibility which encompasses the following:
  - a) Use of personal devices for work purposes, although encouraged for professional learning, cannot become the responsibility of Lakeshore School Division in terms of replacement in the event such devices are lost, damaged or stolen.
  - b) Employees should not expect that files and communication conducted on Lakeshore School Division's network, computers or devices are private.
  - c) Employees must report ICT security, hardware, software, network problems to their school administration or division administration and the Technology and Information Systems Department.
  - d) Employees who have a social media presence are responsible for monitoring their content and privacy settings.
5. Employees who exhibit inappropriate behaviour in using divisional computers, software, networks, electronic systems, and access to the internet will be subject to disciplinary action.

- a) Inappropriate use may include:
  - I. Using abusive language.
  - II. Accessing inappropriate websites.
  - III. Sending unauthorized mass emails.
  - IV. Sending or displaying offensive material.
  - V. Using division owned ICT equipment for personal use (ie. Installation of games and software not authorized by the division).
  - VI. Violating copyright laws.
6. Care, Maintenance, and Inspections - The Lakeshore School Division Technology and Information Systems Department (TIS) is responsible for all repairs, additions of hardware or software, and reconfiguring systems.
7. The Lakeshore School Division Technology and Information Systems Department (TIS) will provide support with division approved software/hardware during regular business hours throughout the school calendar year on Division-owned devices.
8. Requests for hardware/software installations must be sent to the Technology and Information Systems Department (TIS) to discuss the feasibility of installation and/or imaging for the school or division.
9. New hardware installation requests must be discussed with principals and the TIS.
10. Responsible use guidelines for social media are listed as follows:
  - a) Professional use of social media sites are intended for educational and school related use only.
  - b) Parents will be notified and permission will be obtained to have students participate in social media activities.
  - c) Lakeshore School Division employees are to obtain their principal's or designate's permission before establishing school/classroom social media accounts. Upon approval, school administrator/designates will be given a list of professional social media accounts and access to each account.
  - d) Social media sites should include language that identifies Lakeshore School Division, the school or grade that utilizes the site.
  - e) Lakeshore School Division employees should treat all social media space and communication like a classroom and/or professional workplace. The same standards expected in Lakeshore professional settings are expected on all social media sites. If a particular type of behaviour is inappropriate in the classroom or a professional workplace, then that behaviour is also inappropriate on all media sites.
  - f) Lakeshore School Division employees should exercise caution, sound judgment, and common sense when using social media sites.
  - g) Lakeshore School Division employees should use privacy settings to control access to social media sites to ensure that all media communications only reach the employees' intended audience. However, employees should be aware that

there are limitations to privacy settings. Private communication published on the internet can easily become public. Furthermore, social media sites can change their current default privacy settings and other functions. As a result, employees have an individual responsibility to understand and monitor the rules of the social media site being utilized.

- h) Social media communication should be in compliance with Lakeshore School Division policies and applicable laws, including, but not limited to, prohibitions on disclosure of confidential information and prohibitions on the use of harassing, obscene, discriminatory, defamatory or threatening language.
- i) No personally identifiable student information may be posted by Lakeshore employees on any social media site, including student photographs, without consent of the students' parents or guardians.
- j) Lakeshore School Division employees who participate in social media sites are not permitted to post photographs featuring other students or staff without written consent of the person whose image is posted or a parent/guardian if the student is under the age of 18.
- k) Lakeshore School Division employees should not "tag" photos of other Lakeshore employees or Lakeshore volunteers without the prior permission of the individuals being tagged.
- l) Employees should not use the Lakeshore School Division logo in any postings and should not link the Lakeshore website or post Lakeshore material on any personal social media sites without the permission of the Division.
- m) When establishing professional social media sites, principals/designates and employees should consider the intended audience for the site and consider the level of privacy assigned to it, specifically, whether the site should be private (for example, anyone within the school or a larger group within the Lakeshore community can participate). It is recommended practice for professional social media sites to be private networks, unless there is a specific educational need for the site to be a public network.
- n) Lakeshore School Division principals/designates and/or the Director of Technology and Information Systems reserve the right to remove, disable, and provide feedback regarding professional media sites that do not reasonably align with these guidelines.
- o) Cloud Storage such as Google Drive and Dropbox should be used for less sensitive information. Security of student information and personal information cannot be guaranteed for information stored in cloud storage.

Reference: NYC Department of Education Social Media Guidelines  
<http://schools.nyc.gov/RulesPolicies/SocialMedia/default.htm>, Evergreen School Division,  
Interlake School Division

## **Students - Acceptable Use Procedure**

### **PHILOSOPHY**

New technologies have significantly impacted every facet of modern society including public education. The impact of Information and Communication Technologies (ICT) in education is transforming the learning environments in schools. New technologies provide students with unique and powerful ways to enhance their learning.

In the knowledge-based society of today, the sheer volume of accessible information is greater than ever before and is increasing exponentially. In order to prepare students to function in a knowledge-based society, we must first identify what a student needs to learn in order to function in such a society. There are skills and attributes that were important in the past that remain important today. These include literacy, numeracy, and critical thinking. However, the combination of new technologies and access to information that underpins a knowledge-based society means that these skills need to be applied in different ways and supplemented with new skills in order for students to become full participants in society.

Lakeshore School Division supports the use of ICT for the purpose of enhancing and supporting learning and is pleased to provide students access to networks and devices to enhance learning.

Lakeshore School Division's objective is to ensure student interactions with ICT contribute positively to the learning environment both at school and in the community. Negative use of ICT networks or devices inside or outside of our schools that degrades or defames other users, or members of our community is unacceptable. The division recognizes that students have widespread access to ICT. As such, the use of personal devices and connectivity is considered to be encompassed by this Acceptable Use Administrative Regulation and Procedure.

## DEFINITIONS

**Information and Communication Technology (ICT)** resources include, but are not limited to computers, networks, Internet, email, collaborative technologies and other forms of communication services and products.

**Network** is wired and wireless technology networks including school and division networks, cellular networks, commercial, community or home-based wireless networks accessible to students.

**Devices** includes, but is not limited to Lakeshore School Division owned or User-owned personal communication devices, audio/video devices, computers and storage devices.

The use of Lakeshore School Division owned or student owned devices imparts personal responsibility. Students are expected to comply with Lakeshore School Division administrative procedures, including the Student Code of Conduct (reference) in a responsible manner and honour the terms and conditions set by these procedures and those with responsibility for administering those procedures. Failure to comply with such terms and conditions may result in temporary or permanent loss of access as well as other disciplinary or legal action as necessary.

In particular, students will be held accountable for their actions and are encouraged to report unauthorized or inappropriate use immediately to their teacher or school administration. With the increased usage of free educational applications on the Internet, digital storage areas containing less sensitive student information may or may not be located on property of the school or in Lakeshore School Division. In some cases, data will not be stored on local servers. Therefore, students should not expect that files and communication conducted on Lakeshore School Division's network are private. The division reserves the right to monitor online activities by students and to access, review, copy, store or delete any electronic communication or files and disclose them to others as it deems necessary.

## GUIDELINES for ICT Use

Lakeshore School Division reserves the right to:

1. Take immediate action regarding activities that create security and/or safety issues for the Lakeshore School Division network, other students, staff, and ICT resources.
2. Take immediate action to correct instances that expend Lakeshore School Division resources on content it determines lacking legitimate educational content/purpose or other activities as determined by Lakeshore School Division to be inappropriate.
3. Allow school administration to deal with students where unauthorized use is suspected. Devices may be inspected by school administration and/or Lakeshore School Division Technology and Information Services Department staff.
4. Ensure that parents/guardians, and students in grades 5-12 will sign an acceptable use form annually indicating that they understand the guidelines for acceptable use of ICT.
5. Ensure that students in grades K-4 will work together with their classroom teachers to learn about and determine acceptable behaviours concerning using Technology in school.

Inappropriate use of ICT may include:

Violating any municipal, provincial or federal law, such as: accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials. Students must adhere to all copyright laws.

- Selling or purchasing illegal items or substances.
- Obtaining and/or using unauthorized hardware or software programs
- Causing harm to others or damage to their property.
- Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials.
- Deleting, copying, modifying, or forging other user names, emails, files or data, disguising one's identity, impersonating other users, or sending anonymous email.
- Damaging or altering devices, connections, files, data or the Network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance.
- Using any Lakeshore School Division owned or student owned devices to pursue "hacking," internal or external to Lakeshore School Division, or attempting to access information protected by privacy laws.
- Using websites, email, networks, or other technology for political uses or personal gain unauthorized by teachers or school administration.
- Intentionally accessing, creating, storing or transmitting material that may be deemed to be offensive, indecent, obscene, intimidating, or hostile; or that harasses, insults or attacks others.
- Advertising and/or promoting unauthorized sites or commercial efforts and events
- Using the network for non-academic related bandwidth-intensive activities such as network games, transmission of large audio/video files, or using the Network to serve as a host for such activities.

## **SUPPORTING APPROPRIATE USE OF ICT**

**Students:** Students must take responsibility for their use of the Network and Lakeshore School Division owned or student owned devices, and must report security or network problems to their teacher or school administration. Despite every effort for supervision and filtering, students are advised that access to the network may include the potential for access to content inappropriate for school-aged students.

**Confidentiality of Student Information:** Personally identifiable information concerning students under the age of 18 may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Students should never give out private or confidential information about themselves or others on the Internet.

**Active Restriction Measures:** Lakeshore School Division will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. Attempts to circumvent or "get around" the content filter are strictly prohibited, and will be considered a violation of this procedure. Lakeshore School Division will also monitor the online activities of students through direct observation and/or other technological means.

**Interactive Online Tools:** ICT provides an abundance of opportunities for students to utilize interactive tools and sites on public websites that benefit learning, communication, and social interaction.

Students will be held accountable for the use of any information posted on these sites if it detrimentally affects the welfare of individual students or the climate and effectiveness of the school. From time to time, teachers may recommend and use public interactive sites that, to the best of their knowledge are legitimate and safe. As the site is “public” and the teacher, school, and Lakeshore School Division is not in control of it, all students must use their discretion when accessing information, storing, and displaying work on the site. All terms and conditions of this procedure apply to Lakeshore School Division owned and student owned devices utilizing the Lakeshore School Division network.

**Student Owned Devices:** Students are encouraged to support their learning through the use of student owned devices. Use of students owned devices that violates this procedure is strictly prohibited. This includes, but is not limited to the terms of the Student Code of Conduct (reference). Lakeshore School Division assumes no responsibility in any circumstances for the loss, destruction, damage or theft of any student owned device. Students are responsible for locating lost or stolen devices. Students are also responsible for acquiring appropriate permissions in advance of introducing student owned devices within Lakeshore School Division.

**Acceptable Use of Information Communication Technology (ICT) /Mobile Devices  
STUDENTS (Grades 5-12)**

**Using technology, including mobile technology is a privilege. I understand that the following will apply at school and at any school-sanctioned activity i.e. field trip or extra-curricular sport etc.**

1. I will use technology appropriately for purposes related to school.
2. I will use care and respect when using school technology (laptops, digital cameras, printers etc.) and understand that I am responsible for any damage that I may cause.
3. I will be responsible for using only my own username and password, and for keeping it safe from others.
4. I will use technology to promote positive relationships and messages. I understand the seriousness of cyber-bullying and I will not send messages that harm others, have obscene language or information, are intimidating or hostile, that harass, attack or insult others. This may include after school activities that influence the safety of students in school.
5. I will protect my personal information and the personal information of others (i.e. I will not upload photos or information without permission from the person and my teacher).
6. I understand that the school and Lakeshore School Division cannot be held responsible for my personal technology if it is lost, stolen or damaged. My mobile devices are my responsibility.
7. I understand that failure to comply with the school code of conduct and these acceptable use guidelines may result in a suspension of use of technology in school which is at the discretion of the school principal.
8. I understand that as part of learning, my teacher(s) may use social media to share information or to communicate with parents/guardians and other students.

**This form is to be completed each year and the current one kept on file at the school.**

**I have read and understand these guidelines and have discussed them with my child.**

**Parent's/Guardian's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Acceptable Use of Information and Communication Technology (ICT)  
EMPLOYEES**

This form needs to be signed at the beginning of each school year and a copy kept at the school.

I \_\_\_\_\_ have read and understand the regulations and procedures regarding the acceptable use of technology in Lakeshore School Division.

**Employee's Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Consent to use of photographs**

I \_\_\_\_\_ consent to the use of my photograph for the purpose of public relation for Lakeshore School Division. i.e. in newsletters, posters, bulletins and on the Lakeshore School Division and Reimagine Lakeshore websites.

**Employee's Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_