

ACCEPTABLE USE OF DIGITAL TECHNOLOGIES AND ELECTRONIC COMMUNICATION (DTEC)

The Division supports the use of digital technologies to enhance the learning environment. The Division provides digital resources including devices and access to networks to enhance student learning experiences. Acceptable use applies to computers, online use, electronic and multi-functioning devices, and the prevention of cyber bullying. All staff and students must adhere to the following guidelines for the acceptable use of digital technologies and electronic communications. These guidelines also apply to personally owned devices accessing the division network.

Computers and Online Use

Lord Selkirk School Division computers, electronic devices, software and computer networks must be used responsibly, ethically and legally. The Division will apply Internet content filters that it deems necessary to narrow the range of resources accessed through Division-supported hardware. It may not be possible to completely censor access to materials or protect users from materials they may find offensive, and therefore the Board cannot be held responsible for content accessed through DTEC, or the quality of the connection, or be liable for any damages associated with the use of DTEC.

Electronic and Multi-Functioning Communication Devices

A wide variety of electronic and multi-functioning communications devices have incorporated other functions such as e-mail, text messaging and camera/video recording. In addition, these devices enable the user to transfer voice, text or data files including photos/videos to other users and/or personal computers.

It is the intent of this policy to manage the use of electronic and multi-functioning communication devices in schools to support our educational goals and learning initiatives. This policy applies to the school day, including school- sponsored events such as intramurals, extracurricular activities, and field trips. Individual schools are authorized to set general limitations on possession of electronic devices of any kind.

ACCEPTABLE USE OF DIGITAL TECHNOLOGIES AND ELECTRONIC COMMUNICATION (DTEC) cont.

Bring your own device (BYOD)

Under the direction of teachers and with authorization of the school principal, the use of personal devices is permitted for educational purposes only. Use of these devices is subject to the terms, conditions and guidelines of this policy. These devices must be used responsibly, ethically and legally.

Cyber Bullying

Cyber Bullying is bullying by means of any form of electronic communication including social media, text messaging, instant messaging, website or e-mail. The Division may impose disciplinary measures for conduct that occurs off school property where there is evidence of an online threat or intimidation which results in a disruption in the school community or is harmful to the physical or mental well-being of students or staff.

1. Responsibilities

The Lord Selkirk School Division will:

- Provide divisional staff and students with Internet access for educational purposes.
- Employ the use of Internet content filters and take appropriate precautions to ensure that inappropriate on-line information is not readily available to students.
- Provide schools with policies, regulations and guidelines for acceptable use of information communication technologies and resources.
- Provide for the coordination of implementation strategies as well as timely and appropriate training programs for staff.
- Determine appropriate consequences for misuse of DTEC, computers, networks and the Internet by staff and students.

ACCEPTABLE USE OF DIGITAL TECHNOLOGIES AND ELECTRONIC COMMUNICATION (DTEC) cont.

Schools will:

- Ensure that staff, students and parents/guardians are aware of the Division's acceptable use policies, regulations and guidelines and are provided with a copy.
- Develop internal practices, which allow access to DTEC by students under the guidance and supervision of school staff.
- Ensure students will be made aware of the ethical use, proper techniques, and etiquette for their participation when using information communication technologies and resources.
- Ensure students receive training in the responsible and appropriate use of the communication information technologies including Internet, E-mail and social media.
- Inform parents/guardians and students of the consequences for misuse of information communication technologies and resources.
- Develop reporting procedures for dealing with infractions and misuse of information communication technologies and resources, including the Internet, E-mail and social media.

Parents/Guardians will:

- Be asked to sign a permission form which indicates they are aware of the Division's policies, regulations and guidelines for the use of DTEC.

Users will:

- Abide by the terms and conditions for DTEC use as set forth by Division policy.

2. Terms and Conditions for Use of DTEC

Use of digital technologies is for educational purposes only. Any activity that violates policy or a local, provincial or federal law is prohibited. Any violation of these guidelines shall be considered grounds for disciplinary action which may include loss of privileges, suspension, and/or appropriate legal action. Conditions of each school's Code of Conduct will apply.

ACCEPTABLE USE OF DIGITAL TECHNOLOGIES AND ELECTRONIC COMMUNICATION (DTEC) cont.

Users will abide by the generally accepted rules of network etiquette, which include but are not limited to the following:

- Be polite. Do not write or send abusive messages to others.
- Use appropriate language. Do not swear, use vulgarities, or other offensive language.
- Do not reveal the personal home address, telephone numbers, or E- Mail addresses of students or colleagues.
- Electronic Mail and any online activity are not guaranteed to be private.
- All data and any messages generated on or handled by the divisional equipment are the property of the division.
- Messages related to or in support of illegal activities may be reported to the authorities.
- Searching, viewing, uploading or retrieving sexually explicit, profane, violence- promoting, gambling, or illegal materials is prohibited.
- Cyber bullying, hate mail, harassment, discriminatory remarks and other anti- social behaviours are prohibited.
- Vandalism will result in the cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user or the network components.
- Copyright regulations must be followed when using the Internet.
- Users must not use another individual's account nor give their password to others.
- On-line subscriptions must be authorized by the school principal.

ACCEPTABLE USE OF DIGITAL TECHNOLOGIES AND ELECTRONIC COMMUNICATION (DTEC) cont.

- Installing personal software and downloading software/media is not permitted under any circumstances on Division computers.
- Playing games or using other interactive sites such as chats are not allowed unless specifically authorized by a teacher.
- Any use of the Division Internet accounts for commercial gain, political, or gambling purposes is prohibited.
- The Division has the authority to access data in order to conduct investigations for violations of Divisional policies.

Guidelines for Posting School, Student, & Staff Information on the Internet

A goal of the Division is to maintain student, staff, and community safety without sacrificing the value of posting events, activities, achievements, and other relevant information on the Internet. Sharing activities in schools and the division provides an effective medium for the community. It also lends to collaborative work that can occur between schools within and outside of the province.

When posting information pertaining to students and/or staff on the Internet, adherence to these guidelines will be followed:

- Content must be authorized by the principal.
- Personal addresses and/or phone numbers may not be published.
- Parental/guardian permission is necessary in order to post first names, and or first name with last name accompanying published work, and/or photographs (individual and/or group).
- Students will not be permitted to publish personal web pages if unrelated to curricular/school activities.

**ACCEPTABLE USE OF DIGITAL TECHNOLOGIES AND ELECTRONIC
COMMUNICATION (DTEC) cont.**

The intended audience of a school web site is the students, families and staff of the school. Specific purposes are to supply information of interest to students, parents/guardians and staff of the school, to guide student access to appropriate areas of the Internet, and to showcase school activities, student work or accomplishments to the school community.

Source: Board of Trustees

Date: September 2014

Verification

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**PARENT/GUARDIAN PERMISSION FORM
FOR DIGITAL TECHNOLOGY AND ELECTRONIC COMMUNICATION**

SCHOOL YEAR: _____

NAME OF STUDENT: _____

NAME OF PARENT/GUARDIAN: _____

NAME OF SCHOOL: _____

To prepare students to become citizens of the global community, Manitoba Education has identified technology, literacy and communication, problem solving, and human relations, as foundation skills to be across the curriculum. (Literacy with ICT Across the Curriculum, 2006). The use of information technology will help enable all students to solve problems, improve their personal performance, and gain the critical and abstract thinking skills necessary to become lifelong learners and contributing members of their communities (Manitoba Education 2006).

I have read and agree to the Lord Selkirk School Division Acceptable Use of Digital Technology and Electronic Communication Policy, which includes guidelines for the use of computers, online resources, multi-functioning communications devices (eg. cameras, video recorders, tablet devices and smartphones). I understand that access to computers, online resources, and digital communications is for educational purposes. I understand that a user is responsible and expected to abide by these Terms and Conditions, set out in this document, and that his/her privileges may be suspended and/or any other consequence may be applied as deemed necessary, if these Terms are violated.

(Parent/Guardian Signature)

(Date)

(Student/User Signature)

(Date)