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## POLICY P.100.IT

### TITLE: APPROPRIATE USE OF TECHNOLOGY

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**Authorization: Board: 22 October 2001**

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### 1.0 OBJECTIVE

To govern the appropriate use of technology in the Ottawa-Carleton District School Board's (the District's) school community and work environment.

### 2.0 DEFINITIONS

In this policy,

- 2.1 **Internet** means global electronic communications system connecting computers all over the world through which individual subscribers can interact and share information.
- 2.2 **Intranet** means a network of computer servers holding and sharing information that is accessible only from within an organization.
- 2.3 **Digital Citizenship** refers to the norms of appropriate and responsible behaviour with regard to technology use.
- 2.4 **Electronic Device** means portable or stationary equipment which can be used for the purpose of communication, data management, entertainment, word processing, accessing a wireless network, internet or intranet access, image capturing/recording, sound recording, information transmitting/receiving and accessing technology.
- 2.5 **Supervisor** refers to superintendents, principals, vice-principals, teachers, supervisors, and managers.
- 2.6 **Social media** refers to online social interaction, using a variety of highly accessible, web-based and/or mobile technology or electronic devices for communication and/or interactive dialogue.
- 2.7 **Technology** refers to electronic content, data, communication, and equipment.

- 2.8 **User** means all staff, students, trustees, volunteers, parents/guardians, school councils, school volunteers and community members. i.e., any person using OCDSB technology equipment or personal electronic devices in the District's learning or work environment.

### 3.0 RESPONSIBILITIES

- 3.1 Superintendents, principals, and managers are responsible for:
- a) Ensuring that staff and school councils are aware of the Board policy.
  - b) Instructing and modeling for staff and students, the appropriate use of technology.
- 3.2 Teachers are responsible for:
- a) The supervision of student use of technology within the teacher's assigned teaching area and supervision area.
  - b) Instructing and modeling for students, the appropriate use of technology and the principles of Digital Citizenship.
- 3.3 All users are responsible for:
- a) Ensuring that technology is used in accordance with Board policies and procedures.
  - b) Using technology in a responsible and ethical manner consistent with the purposes for which it is provided.

### 4.0 POLICY

- 4.1 The District recognizes the benefits that technology can bring to support student learning, staff development, communication with stakeholders, and other administrative and operational activities aligned with the core business functions of the District.

The District supports and encourages responsible use of technology through the following nine principles of digital citizenship:

- a) Digital Access: Equity of access is essential to the effective use of technology in both the learning and working environment.
- b) Digital Commerce: Technology users must be competent consumers when engaging in the purchase of goods and services online by ensuring transactions are made on appropriate and secure sites, and that all transactions involve the legal exchange of goods, services or information.
- c) Digital Communication: Technology users must recognize the wide variety of communication mediums available to them, and must consider the most appropriate time, place, and method, when collaborating and communicating with others.

- d) Digital Literacy: Technology Users must be accepting of new and changing technologies and willing to learn and use them in the workplace and in the learning environment.
  - e) Digital Etiquette: Technology users must recognize that certain activities that are acceptable for personal use may not be appropriate in other settings. Users must inform themselves of the standards of conduct or procedure of organizations when using their technology.
  - f) Digital Law: Technology users must be aware that their online actions are subject to real world consequences if they are considered illegal, for example, hacking, illegal downloading, plagiarizing, or stealing someone's identity.
  - g) Digital Rights and Responsibilities: Technology users must recognize the basic digital rights and responsibilities extended to all users.
  - h) Digital Health and Wellness: Technology users must recognize both the physical and psychological effects long-term technology use can have, for example, eye strain, repetitive stress syndrome, the impact of reduced physical activity, or internet addiction.
  - i) Digital Security (self protection): Technology users must recognize the importance of protecting themselves in an environment where technology is shared by diligently backing up data, keeping computers password protected, and not sharing passwords or personal information with others.
- 4.2 District technology is provided for educational and administrative purposes. Users are expected to utilize OCDSB technology in a manner that is in keeping with the values and expectations of the District and in compliance with all federal and provincial laws and regulations. Users who are given access to the District's technology, its electronic devices, or who use their own technology or personal electronic devices in the District's learning or work environment, whether connected to the District or non-District networks, are required to know and abide by this policy in order to ensure that all technology is being used in a safe, legal, and responsible manner.
- 4.3 All use of technology, Internet and Intranet involving District equipment or personal electronic devices in the District's learning or work environment shall support classroom activities and/or professional duties or career development. All users are to exercise appropriate digital etiquette that would be suitable to a workplace or school environment.
- 4.4 The District supports efficient, ethical and legal utilization of technology and Internet resources. The District has the right to monitor the individual uses of technology in the learning or work environment. The smooth operation of the network is dependent upon user adherence to the guidelines and limitations outlined in accompanying District procedure.

## 5.0 SPECIFIC DIRECTIVES

- 5.1 Supervisors shall promote and encourage thoughtful and responsible use of District or personal technology and electronic devices throughout the curriculum with students, through staff development sessions with employees, and public information campaigns with other members of the school community, and shall provide guidance, support and instruction to students in their use.
- 5.2 All users who are not employees of the District who apply for access to this technology and service shall agree in writing to abide by this policy and accompanying District procedure before access is granted.
- 5.3 With greater connectivity and access to the Internet, including Social Media, comes the availability of material that may not be considered appropriate in the District learning or work environment. Teachers shall guide and monitor student access to the Internet and the use of electronic devices. Supervisors in the work environment shall make employees aware of expectations for use of internet and intranet and other technologies and shall guide and monitor employee use of technology in accordance with this policy.
- 5.4 The Principal shall be responsible for content, copyright and protection of privacy on all web pages created for the school, including the school council.
- 5.5 The manager shall be responsible for the content, copyright and protection of privacy on all web pages created for the department.
- 5.6 District technology resources and all data stored on District technology are owned and may be accessed by the District. The District collects data to assist in monitoring the health of technology. Data stored on District technology may be reviewed, monitored and accessed by the District as needed; in accordance with the Municipal Freedom of Information and Protection of Privacy Act; and/or without notice to the user where there are reasonable grounds to believe that the user breached any applicable policy or law and notification may frustrate the purpose of the search.

Information stored on personally owned devices is the responsibility of the device owner/user. However, personally owned devices used on District property for displaying, storing, sending or creating fraudulent, harassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise unlawful materials may result in investigation and/or disciplinary action including police involvement where required.

Where there is reason to believe that technology has been used in the District's working or learning environment in a manner that contravenes this or any District policy or procedure, or provincial or federal law, the use will result in an investigation and necessary action will be taken where appropriate and in accordance with relevant district policies, procedures, employee or student codes of conduct and/or employment contracts.

- 5.7 To ensure the appropriate use of resources required to complete school homework or projects, the OCDSB shall ensure that it makes available to its students reasonable access to any digital technology in order to fully and equitably access the curriculum, course material or other information.

## 6.0 REFERENCE DOCUMENTS

*The Education Act*, as amended, Section 170

Ontario College of Teachers, Professional Advisory: Use of Electronic Communications and Social Media (2011)

Board Policy P.032.SCO: Safe Schools: Conduct of Persons in Schools

Board Policy P.049.IT: Electronic Communications Systems

Board Policy P.074.IT: Computer Network Security

Board Procedure PR.672.IT: Electronic Communications Systems

Board Procedures PR.564.IT: Computer Network Security

Board Procedure PR.622.IT: Acceptable Use of Computers and Internet/Intranet Technology

M. Ribble, "Digital Citizenship: Using Technology Appropriately" [www.digitalcitizenship.net](http://www.digitalcitizenship.net)