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**POLICY P.100.IT**

**TITLE: APPROPRIATE USE OF INFORMATION TECHNOLOGY**

**Date issued: 21 November 2001**  
**Revised: 26 April 2022**  
**Authorization: Board: 22 October 2001**

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**1.0 OBJECTIVE**

To govern the appropriate use of information technology in the OCDSB Community.

**2.0 DEFINITIONS**

In this policy,

- 2.1 **Board** means the Board of Trustees.
- 2.2 **Digital Assets** means any form of information received, created, or gathered on behalf of the OCDSB in the course of District business.
- 2.3 **Digital Citizenship** means the norms of appropriate and responsible behaviour with regard to the use of Information Technology.
- 2.4 **District** means Ottawa-Carleton District School Board.
- 2.5 **Information Technology** means a computer, phone, tablet, printer, photocopier, hard drive or other device, software, or network owned or operated by the District which stores, transmits or provides access to information, including personal or sensitive information.
- 2.6 **OCDSB Community** means employees, students, parents, guardians, trustees, committee members, school council members, caregivers, permit holders, vendors, service providers, contractors, volunteers, visitors, and all other persons learning, working, or accessing services in the OCDSB environment.
- 2.7 **OCDSB Environment** means school board property, events and activities whether in-person or online including schools, offices, school buses, childcare and extended day programs, work or school authorized events or activities, social media or online activity or other circumstances that may have an impact on the school or work

climate.

- 2.8 **Social Media** means websites and/or applications that enable Users to create and share content and/or to participate in social networking.
- 2.9 **Supervisor** means superintendents, principals, vice-principals, and managers.
- 2.10 **User** means any member of the OCDSB Community using personal or District Information Technology within the OCDSB Environment.

### 3.0 GUIDING PRINCIPLES

- 3.1 The Board recognizes that the responsible use of Information Technology can:
  - a) support learning;
  - b) advance human rights, equity, and inclusion;
  - c) promote staff and student development and well-being;
  - d) support communication with OCDSB Community members; and
  - e) advance other core administrative and operational functions of the District.
- 3.2 The District supports and encourages the responsible use of Information Technology through the following nine principles of Digital Citizenship:
  - a) Digital Access: Equity of access is essential to the effective use of technology in the OCDSB Environment.
  - b) Digital Commerce: Technology provides opportunities for Users to be fair and informed participants in commercial pursuits. Appropriate tools and safeguards should be used to facilitate any financial transactions in the digital space.
  - c) Digital Communication: When engaging in digital communication, Users should consider the appropriateness of their chosen content and medium for a professional and/or educational setting.
  - d) Digital Fluency: Users who are digitally fluent are able to effectively and ethically interpret information, discover meaning, design content, construct knowledge, and communicate ideas in a digitally connected world.
  - e) Digital Etiquette: Users should be aware of how their technology use affects others, and be conscientious of time, method, and context when engaging with technology.
  - f) Digital Law: Users are accountable for their own digital conduct, and must engage with technology in a legal, ethical, and respectful manner.

- g) Digital Rights and Responsibilities: All Users are afforded the same rights in a digital environment. Being provided with opportunities also means demonstrating ethical behaviour online and reporting potential problems.
- h) Digital Health and Well-being: Long-term technology use can have physical and psychological impacts which should guide the frequency and duration of use.
- i) Digital Security and Privacy: All users should understand how to safeguard sensitive or personal information while online for the protection of themselves and others.

3.3 The Board believes a positive and healthy digital work and learning space is supported by User adherence to this policy and the accompanying procedures.

## 4.0 SPECIFIC DIRECTIVES

### Scope and Application

- 4.1 This policy applies to all Users while in the OCDSB Environment. Personal use of Information Technology is permitted as a privilege subject to the expectations of this policy.
- 4.2 All use of Information Technology shall support student learning and well-being and employee professional duties and development in compliance with all federal and provincial laws and regulations.

### Responsibilities

- 4.3 All Users are responsible for:
  - a) ensuring that Information Technology is used in accordance with Board policies and procedures;
  - b) using Information Technology in a responsible and ethical manner consistent with the purposes for which it is provided; and
  - c) reporting any and all potential security incidents and privacy breaches to the appropriate District staff.
- 4.4 Users who are Supervisors are responsible for supporting, instructing, and modeling the appropriate use of Information Technology, including the application of strategies to minimize expectations for the use of Information Technology outside of work hours.
- 4.5 Users who are Educators are responsible for supervising student use of Information Technology and guiding and preparing students to make appropriate choices when online.
- 4.6 All Users who are not employees of the District, including parents/guardians/caregivers, who apply for access to any of the District's Information Technology and services are responsible for:

- a) agreeing in writing to abide by this policy and accompanying District procedures before access is granted.

#### Equitable Access to Technology to Support Learning

- 4.7 The District shall make every reasonable effort to provide students with equitable access to any Information Technology needed in order to fully access: (a) the curriculum; (b) any learning activities outside the instructional day; and/or (c) remote learning.

#### Safe Digital Spaces

- 4.8 The District shall take active measures to ensure Supervisors and educators are aware of the unique potential for bias in technology and to ensure digital materials support culturally relevant and responsive pedagogy.
- 4.9 Users shall create, promote, and/or engage in digital spaces that are healthy, respectful, and free from hate speech/imagery, racism, oppression, or cultural appropriation, and are authentic spaces for all communities.

#### District Access to Information

- 4.10 The District maintains the right to monitor the use of technology to ensure the efficient, ethical, and legal use of Information Technology.
- 4.11 The use of Information Technology is for business purposes and is subject to rules established in this policy. The District may access accounts and information for any of the following legitimate purposes, which may include:
  - a) collecting data to assist in the effective operation and monitoring of technology;
  - b) performing system maintenance and repair;
  - c) investigating system misuse;
  - d) proactively monitoring and auditing for System misuse;
  - e) complying with a legal obligation;
  - f) supporting work continuity; and
  - g) conducting research.

Individuals accessing Information Technology for personal use should be aware of the provisions of this policy and have no expectation of privacy.

- 4.12 The District reserves the right to restrict access to Information Technology and to moderate content, in accordance with appropriate authorization, where the User has been non-compliant with the provisions of this policy and/or the security, privacy, or reputation of the District staff or students is at risk.

## Managing Content

- 4.13 The content of all District website and social media platforms shall be developed in accordance and with the support and guidance of the Communications Department.
- 4.14 Users are responsible for their conduct and communication on Social Media and online platforms.
- 4.15 The District is not responsible or liable for external comments and/or content posted on its Social Media accounts.

## Accountability

- 4.16 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, codes of conduct and/or employment contracts.
- 4.17 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, racist, hateful, or other potentially unlawful materials may result in investigation and/or disciplinary action including police involvement where required.
- 4.18 The Director of Education is authorized to issue such procedures as may be necessary to implement this policy.

## **5.0 REFERENCE DOCUMENTS**

[The Education Act, as amended, Section 170](#)

[Municipal Freedom of Information and Protection of Privacy Act\(MFIPPA\)](#)

[Criminal Code](#)

[Human Rights Code, R.S.O. 1990, c. H.19](#)

[Copyright Act](#)

[Trademarks Act](#)

[OCDSB Indigenous, Equity, and Human Rights Roadmap](#)

[POLICY P.049.IT Electronic Communications Systems](#)

[POLICY P.074.IT Information Technology Security](#)

[POLICY P.096.SES Special Education Programs And Services](#)

[POLICY P.098.CUR Equity And Inclusive Education](#)

[POLICY P.125.SCO School District Code Of Conduct](#)

[PROCEDURE PR.618.CUR Antiracism And Ethnocultural Equity](#)

[PROCEDURE PR.672.IT Electronic Communication Systems](#)

[PROCEDURE PR.564.IT Computer Network Security](#)

[PROCEDURE PR.622.IT Appropriate Use Of Technology](#)

[PROCEDURE PR.659.SCO Bullying Prevention And Intervention](#)

[PROCEDURE PR.685.IT Mobile Devices](#)

[PROCEDURE PR.587.SES Student Specialized Equipment Purchased With Ministry Special Equipment Amount \(SEA\) Funding](#)

[Policy/Program Memorandum 128 - The provincial code of conduct and school board codes of conduct](#)

[Ontario College Of Teachers, Professional Advisory: Use Of Electronic Communication And Social Media \(2017\)](#)

[College of Early Childhood Educators, Practice Note: Using Social Media \(2019\)](#)

[College of Psychologists of Ontario, Social Media Terms of Use](#)

[ISTE's 5 Competencies for Digital Citizenship](#)

[The ISTE Standards](#)

[M. Ribble, "Digital Citizenship: Using Technology Appropriately"](#)