

# Responsible Use of Digital Technologies

## Procedures Manual 318-A



<b>Category:</b>	Administration
<b>Administered by:</b>	Superintendent Responsible for Information Technology
<b>First Adopted:</b>	Apr 2000 (Policy 511)
<b>Revision History:</b>	Apr 2004 (renumbered Policy 318), Feb 2014, April 2019
<b>Next Review:</b>	As required or 2023-24 school year

### 1. General

- 1.1 These procedures set out the responsibilities of the board, schools and users of digital technology. Also included are examples of unacceptable uses and consequences for inappropriate use.

### 2. Definitions

- 2.1 There are no definitions in these procedures.

### 3. Responsibilities of the School Board

It is the role of the Upper Grand District School Board to:

- 3.1 provide network services to all schools and administrative offices
- 3.2 provide and update, as necessary, appropriate guidelines for digital technology
- 3.3 provide student users with instruction in the responsible use of digital technologies
- 3.4 provide and review, as necessary, a Responsible Use of Digital Technologies Staff Handbook and make it available to all staff
- 3.5 retain the right to determine whether access and/or use should be limited or revoked
- 3.6 remove all applications, devices and services that do not comply with UGDSB standards from board technologies

- 3.7 monitor and access network activities, and user content on any board system and confiscate devices at the board's discretion

#### **4. General Responsibilities of All Users**

It is the responsibility of all users of digital technologies and services to:

- 4.1 use board approved services and technologies
- 4.2 use digital technology in support of education research or board business
- 4.3 be responsible for their exploration of content and services using digital technologies
- 4.4 accept responsibility for the security of their own access or user identification
- 4.5 respect the privacy of others
- 4.6 adhere to standards of courtesy and behaviour consistent with this policy and procedures in conjunction with a school's Code of Conduct and/or board policies and procedures
- 4.7 respond to misuse and abuse of digital technologies in a manner consistent with a school's Code of Conduct and/or board policies and procedures
- 4.8 report the inappropriate use of digital technology to a teacher (student), supervisor (staff) or Chair of the Board (trustees)
- 4.9 report any suspected breach of private data to a teacher (student), supervisor (staff) or Chair of the Board (trustees)

#### **5. Examples of Unacceptable Uses**

Users will not:

- 5.1 violate any local, provincial or federal statute
- 5.2 use board-provided technologies and/or services for any unauthorized commercial or illegal, unethical and/or unprofessional activity
- 5.3 transmit, post or download digital content or use software in violation of Copyright laws

- 5.4 plagiarize another person's intellectual property
- 5.5 use another person's intellectual property without their prior approval or proper citation
- 5.6 engage in any form of harassment or bullying (e.g. cyber-bullying (see Policy 503 Safe Schools and Policy 408 Harassment in the Workplace))
- 5.7 attempt to violate security or gain unauthorized access to any technologies and/or services

## 6. Consequences

- 6.1 Based on this policy and the Responsible Use of Digital Technologies Staff Handbook, school and board administrators and supervisors, with appropriate consultation, will decide whether technologies and/or services have been used appropriately. If deemed inappropriate, board administrators and supervisors will determine the consequences and discipline. These may include loss of technology privileges, and/or other consequences consistent with the school's Code of Conduct and board policies and procedures.
- 6.2 Certain breaches of this policy may constitute an offence under Canada's Criminal Code and other applicable legislation. Where appropriate, offences of this nature will be reported to the appropriate authorities and dealt with accordingly.

## 7. Disclaimer

The Upper Grand District School Board is not responsible for:

- 7.1 the appropriateness, reliability or the quality of non-board information accessed through any digital technologies or services
- 7.2 warranties of any kind, either expressed or implied, that the functions of the services provided through the system will be without error or defect
- 7.3 any damages suffered by a user which include, but are not limited to, loss of data
- 7.4 loss or damage to personal technologies

## 8. Home Use of Board Devices

- 8.1 To ensure equity of access to technology for students, schools may make devices available for limited home use. Technology may be requested on behalf of students by a parent/guardian, teacher or principal. The borrowing of board-owned devices will follow methods established at individual school sites under the direction of the principal. These devices may include Special Equipment Amount (SEA) technology and other board-owned devices approved for home use.
- 8.2 It is the responsibility of the student borrowing the device and their parent/guardian to complete the Student Responsibility Form (Appendix A) prior to borrowing board-owned technology. Each school will record and track the borrowing of equipment using the Device Sign Out for Home Use Form (Appendix B).