

Board Of Education School District #33 (Chilliwack)

605.1 ADMINISTRATIVE REGULATION Technology Use

The Board provides access to computer equipment, communication devices, software, e-mail, internal and external ports and the Internet, as the Board believes that the access and use of technology is an integral component of the working and learning environment.

1. All students must sign an Acceptable Use Agreement at the time of registration.
2. All guest users must agree to the on-line Acceptable Use Agreement prior to accessing district networks, when applicable.
3. Each principal and site supervisor will clearly communicate with staff, students and parents the purpose, benefits, and risks associated with the use of technology including FOIPPA (*Freedom of Information and Protection of Privacy Act*) Regulations.
4. Under FOIPPA, all electronic documents are subject to a FOIPPA request.
5. The Acceptable Use Agreement will be reviewed and updated every two years by a committee chaired by the District Technology supervisor.
6. Failure to adhere to the conditions of the Acceptable Use Agreement will be dealt with in a progressive discipline manner and will take into consideration the severity of the breach, the individual's status, age and special circumstances. Consequences may include loss of privileges, other disciplinary measures or legal action.
7. The confidentiality of individual files will be respected and will not be disclosed unless required by law or a district investigation of inappropriate use. In the event of a complaint regarding e-mail or files which are alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material, the system administrator has the authority to inspect the contents of files or email.

8. The system administrator will monitor the system for inappropriate use and may suspend the account. The incident will be reported to the account holder's supervisor or teacher for further action or reinstatement.

9. Responsibilities for Use:

a. **All SD33 technology users are responsible for:**

- Complying with all sections of this policy when using board technology;
- Complying with the board's *Acceptable Use Agreement and Social Media Guidelines* when using school district technology;
- Ensuring the proper care of all computer equipment at all times including the prohibition of food or drink near computers;
- Exercising caution when releasing any personal information over the internet;
- Ensuring that prior consent has been received from parents or guardians prior to posting any student work, images or video clips.

b. **Senior Staff, Coordinators, Managers, Facilitators and School Administrators are responsible for (in addition to a. "all... users"):**

- Reviewing this policy with all staff under their supervision;
- Enforcing all sections of this policy as it relates to all schools and/or workplaces for which they are directly responsible;
- Facilitating professional development related to internet access and technology integration to support teaching, learning, effective communications, and professional learning.

c. **Technology Department staff are responsible for (in addition to a. "all... users"):**

- Implementing measures to prevent electronic access to inappropriate content such as illegal, harassing, obscene, pornographic, racist, libelous, threatening or sexually explicit resources in all SD33 schools and workplaces.

d. **School Administrators are responsible for (in addition to a. "all... users"):**

- Ensuring that parents, students, staff, and any other technology users are made aware of the purposes, benefits, and risks associated with technology use and are informed about this policy prior to providing access to technology resources;
- Maintaining student records of consent;
- Ensuring that staff is aware that students can only use computers under the supervision of school staff or a designated adult;
- Ensuring license agreements are observed;

- Monitoring student use of email and student created materials.

e. Teachers are responsible for (in addition to a. “all... users”):

- Ensuring that the policy is fully understood and is implemented in the classroom;
- Ensuring that the implications of unacceptable use, including disciplinary action by the school, board, and/or legal authorities are communicated to students;
- Previewing and evaluating learning resources including websites prior to recommending them for student use;
- Ensuring that students only use computers if under the supervision of school staff or designated adult;
- Instructing students about the dangers of communicating over the internet;
- Monitoring student use of the internet, email, and student-created materials;
- Informing students about, and modeling good behaviour regarding copyright and intellectual property;
- Advising students that information distributed over the internet and/or the intranet may not be secure because electronic messages may be intercepted, read, and modified without the author’s consent or awareness and messages may be forwarded to people other than the intended recipients.

f. Students are responsible for (in addition to a. “all... users”):

- Using school computers only when under adult supervision;
- Reporting to their teacher or other authority any inappropriate content or communication.