

ACCEPTABLE USE OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) AND TECHNOLOGY SERVICES

Background

The District believes in the benefits that ICT can bring to support teaching, learning and daily operating activities. ICT and technology services supplied by the District will be used in an appropriate manner. This includes, but is not limited to computers, laptops, tablets, personal digital assistants, Internet of Things (IoT) and other personal technologies, use of the internet, intranet and electronic based services, in essence, any device whether it be District-supplied or personal that connects to the District's network. All District staff, students, parents, school councils and other select individuals who are given access to the District ICT and technology services are required to know and abide by this Administrative Procedure in order to ensure that District ICT is being used in a safe and responsible manner. The use of personal devices on non-District networks, when used in the school learning environment, is also subject to this Administrative Procedure.

All users are responsible for ensuring that they use the District ICT resources in an appropriate manner in accordance with Board policies and administrative procedures. District ICT and technology services must be utilized in a legal, ethical, responsible and professional manner consistent with the educational, informational and recreational purposes for which they are provided. Access to District ICT resources is a privilege, not a right, and may be withdrawn if individuals do not comply with the Board policies and administrative procedures governing the acceptable use of District ICT.

Procedures

1. Employees

- 1.1. It is the responsibility of all District employees using the District's ICT and technology services to keep their passwords confidential to protect themselves, their data and District data. Accounts or personal information must never be shared or distributed to others.
- 1.2. All employees must never use another person's account.
- 1.3. District ICT and technology services must be used in a legal, ethical, responsible and professional manner. (For example, distributing obscene, abusive, racist, threatening, unsolicited e-mail messages, or sexual, harassing and/or bullying messages or material is unacceptable).
- 1.4. District ICT and technology services are the property of the District and are subject to provisions under the Freedom of Information and Protection of Privacy Act.
- 1.5. Non-work-related use of District ICT and technology services must not interfere with the performance of an employee's employment responsibilities.

- 1.6. The use of District ICT and technology services during non-scheduled hours of work for personal reasons must be in accordance with these administrative procedures and must not incur additional cost to the District, whether through the consumption of computer cycles, labour costs, printers, paper, storage media or other resources.
- 1.7. District ICT and technology services use may be monitored without warning and inappropriate usage may be cause for cancellation of privileges and/or disciplinary action up to and including dismissal.
- 1.8. All employees are responsible to ensure they have reviewed these administrative procedures prior to making use of District ICT and technology services.

2. Students

- 2.1. It is the responsibility of all students using the District's ICT and technology services to keep their passwords confidential to protect themselves, their data and District data. Accounts or personal information must never be shared or distributed to others.
- 2.2. Students must never use another person's accounts.
- 2.3. District ICT and technology services must be used in a legal, ethical, responsible and educational manner. (For example, distributing obscene, abusive, racist, threatening, unsolicited e-mail messages, or sexual, harassing and/or bullying messages or material is unacceptable).
- 2.4. District ICT and technology services are the property of the District and are subject to provisions under the Freedom of Information and Protection of Privacy Act.
- 2.5. Parental written consent is required for students to access District ICT and technology services.
- 2.6. Students will be given access to District ICT and technology services once they have signed an ICT Student Use Agreement ([Form 140-1](#)) and are aware of Administrative Procedure 350 - Student Code of Conduct.
- 2.7. Failure to comply with these administrative procedures may result in disciplinary action up to and including suspension.
- 2.8. The following are expectations for students accessing District ICT:
 - 2.8.1. Inappropriate material: I will inform school staff if I come across any site, material information or situations that make me feel uneasy or uncomfortable, or that I believe may contain inappropriate material. I will not respond to a message sent to me that makes me feel uneasy or uncomfortable. I will not post, send or download inappropriate material.
 - 2.8.2. Respect for other people's personal information: I will not post personal information about other people. Personal information may include, but not limited to, full names, school locations, interests, extracurricular activities, occupations, home or business addresses or phone numbers.
 - 2.8.3. Posting student's own information: I will not post my personal information anywhere, including my homepage, if I have one, through District ICT. I may however post school projects and work as approved by my teacher.
 - 2.8.4. School and District Codes of Conduct apply: As a student, I understand that all of the rules of expected conduct, appropriate language, fair and respectful comments and responsible behaviour of a District student and the

consequences for breaking those rules apply to my use of District ICT. I agree that:

- 2.8.4.1. I will not do anything illegal;
 - 2.8.4.2. I will not breach my responsibilities as a student under the Student Acceptable Use of District ICT;
 - 2.8.4.3. I will not break any procedures regarding student conduct established by the District or my school;
 - 2.8.4.4. I will use appropriate language and any statements of opinion that I make will be respectful, fair and not malicious;
 - 2.8.4.5. I will not engage in any financial transactions;
 - 2.8.4.6. I will not cause any damage or losses to any person or equipment in using District ICT.
 - 2.8.4.7. I will not access sites that have been made inaccessible by the District.
 - 2.8.5. Responsible Use of the Resources: I agree to use my time effectively, in posting and using services such as browsing and downloading files. I agree to keep my password secret.
 - 2.8.6. Plagiarism: I agree that I will not copy information and claim it as my own.
 - 2.8.7. Copyright: In the event that I wish to copy any copyrighted work, if I do not already have legal permission to copy that work, I will ask the original author for written permission to use the graphics or any copyrighted works, including, but not limited to, works of art, compositions, text, symbols, sayings, cartoons, excerpts, and quotations. I agree that I will give written credit for sources of information for my work.
3. Illegal acts committed on or through District electronic communications systems may be reported to legal authorities. Illegal acts may include but not be restricted to hacking into systems or deleting files to which the employee or student does not have access privileges, introducing viruses or downloading or copying copyrighted material. Using other means to access sites that have been made inaccessible by the District is also considered unacceptable.

Reference: Sections 17, 20, 22, 65, 85 School Act
Freedom of Information and Protection of Privacy Act
School Regulation 265/89
Canadian Charter of Rights and Freedoms
Canadian Criminal Code
Copyright Act
Introduction to British Columbia's Redesigned Curriculum, 2015

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