Board Governance Policy Cross Reference: 2, 3, 5, 15, 16, 17, 20

Legal Reference*: Public Schools Act, Safe Schools Charter, Freedom of Information and Privacy Protection Act*

Administrative Procedure Cross Reference: 1.A.30 Code of Conduct, 1.A.101 ICT: Cell Phone Use, 1.A.105 ICT: Social Media, 8.92 Harassment Prevention

Date Adopted: October 2004

Date Amended: October 2008, April 2012, September 2019

Evergreen School Division (ESD) supports the use of Information and Communication Technology (ICT) when it enhances and supports learning.

The intent of this procedure is to provide guidelines for the respectful and responsible use of ICT by both staff and students. The use of networks and devices should contribute positively to the learning environment at school and in the community.

Definitions:

Information and Communication Technology (ICT) includes but is not limited to computers, laptops, networks, internet, email, collaborative technologies and other electronic forms of communication services and products.

Networks refer to wired and wireless technology networks, Division networks, cellular networks and commercial, community or home-based networks.

Devices include but are not limited to cell phones, audio/video devices, computers and storage devices. These may be ESD owned, student - owned or staff owned.

Social Media is any form of online publication that allows interactive communication; this includes social networks, blogs, websites, internet forums, wikis, etc. Specific examples include Facebook, Twitter, YouTube, Google, Instagram, Snapchat. Social Media use may be school/work related or personal.

The use of ICT must be consistent with all Division policies and procedures with special attention to

- *1.A.30 Code of Conduct*
- *8.92 Harassment Prevention*
- *1.A.101 ICT: Cell Phone Use*
- *1.A.102 ICT: Cyberbullying*
- *1.A.105 ICT: Social Media*

Use must also comply with the *Public Schools Act, Workplace Safety and Health Act, Manitoba's Human Rights Code*, Privacy legislation, other applicable legislation, professional standards of conduct and provincial and federal laws.

Students and staff will be held accountable for their actions. Failure to comply with these terms and conditions may result in temporary or permanent loss of access, disciplinary action and/or legal action.

Evergreen School Division reserves the right to:

- monitor the online activities of students and staff

- access, review, copy, store or delete any electronic communication or files,

- share such with others as deemed necessary,

- take immediate action regarding activities that create security and/or safety issues for the ESD Network, other students, staff, and ICT resources,

- take immediate action to correct instances that expend ESD resources on content it determines is lacking legitimate educational content/purpose or other activities as determined by ESD to be inappropriate,

- limit access to networks and devices as determined by teacher or administration,

- to inspect and/or confiscate devices from students and staff if there is reasonable suspicion of inappropriate activity and an urgency to do so; decision to do so to be made in consultation with Superintendent (or designate).

Evergreen School Division devices and networks are the property of ESD and as such should only be used for school/work related purposes. Staff and students should *not* expect that files and communication conducted on ESD's network are private.

Staff and students are expected to make responsible use of the Network, ESD owned devices and/or personal devices and are to report any security or network problems to teacher/administration.

It is recommended that staff use their own devices for personal purposes. If during their own time, a staff member uses ESD owned equipment for personal emails or other personal communications, or accesses the ESD network, these communications are also subject to monitoring and are not considered private. Private union conversations should be done using personal devices.

NOTE: All terms and conditions of this procedure apply to Evergreen School Division owned devices and to student and staff owned devices when utilizing the Evergreen School Division network.

Inappropriate Use of ICT
Includes but is not limited to the following:
- violating any local, provincial or federal laws
- accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information, copyrighted material
- selling or purchasing illegal items or substances
- obtaining and/or using unauthorized hardware or software programs
- causing harm to others or damage to their property
- using profanity or abusive language
- threatening, harassing, or making damaging or false statements about others

- deleting, copying, modifying, or forging other user's names, emails, files or data
- intentionally accessing, creating, storing or transmitting material that may be deemed to be offensive, indecent, obscene, intimidating, or hostile; or that harasses, insults or attacks others
- disguising one's identity, impersonating other users, or sending anonymous email for any reason
- damaging or altering devices, connections, files, data or the Network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance
- sharing of ESD passwords that may compromise system security
- using any Evergreen School Division devices or personal devices to pursue "hacking," internal or external to Evergreen School Division, or attempting to access information protected by privacy laws
- using web sites, email, networks, or other technology for political campaigning or personal gain unauthorized by teacher/school administration
- advertising and/or promoting unauthorized sites or commercial efforts and events
- using the network for non-academic related bandwidth-intensive activities such as network games, transmission of large audio/video files, or using the Network to serve as a host for such activities
- using VPNs or other activities in an attempt to circumvent or bypass normal operation of the network
- using ESD owned ICT equipment for personal use (example: installation of games and software not authorized by ESD)
- using ESD ICT equipment/resources to pursue a business interest or the like
- disclosing any personally identifiable information of an individual without their permission, or if individual is under the age of 18, without permission of their parent/guardian

Other/Notes:

ESD assumes no responsibility in any circumstances for the loss, destruction, damage or theft of any personal devices; owners are responsible for locating lost or stolen devices.

ESD utilizes filtering software and other technologies to prevent access to visual depictions that are obscene, pornographic and/or harmful to minors; attempts to circumvent or 'get around' the content filter are strictly prohibited, and will be considered a violation of this procedure; despite every effort for supervision and filtering, students are advised that access to the network may include the potential for access to content inappropriate for school-aged students.

ICT provides opportunities for staff and students to utilize interactive tools and public websites that benefit learning, communication, and social interaction. As "public" sites are not in the control of the teacher/school/division, staff and students must use their discretion when accessing information, storing, and displaying work on these sites. Staff and students will be held accountable for the use of any information posted on these sites if it detrimentally affects the welfare of individuals or the climate and effectiveness of the school/school division.

Students may be allowed the use of personal devices to support their learning as authorized by teachers and school administration. Any uses of such that violates this procedure are strictly prohibited.

Employee Do's and don'ts of Using Email:

- Do maintain exemplary professional standards and a professional voice when sending email messages to students, parents, colleagues and administrators.
- Do not use your personal email account to contact students or parents.
- Do keep copies of all your school related email messages.
- Do not share your user - name with colleagues or students.
- Do not leave your computer on or unattended when students are around.
- Do use a signature that includes your name, assignment title and school name.