



PROCEDURE 147	
Adopted	April 25, 2000
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TECHNOLOGY USE

1. PURPOSE

This administrative procedure describes access to technology and sets out rules of conduct for technology and Internet use in Hastings and Prince Edward District School Board (HPEDSB).

HPEDSB is committed to providing a culture of collective responsibility for high levels of student achievement and well-being. As educators and support staff, we recognize that we live in an age of collaboration and innovation. We also recognize our responsibility to prepare students for life beyond secondary school, and for jobs and careers that may not currently exist. Accordingly, HPEDSB will provide students and employees with access to technological resources to develop and promote global digital citizenship.

2. DEFINITIONS

Network: HPEDSB local and wide area networks, as well as external regional and global networks.

Technology: HPEDSB and personal computer hardware and software, peripherals, devices, networks and other technological tools.

User: Any student, employee, Board member, volunteer, or community member or group who uses technology (as defined above) or Internet services.

Personal subscription based services: Online subscriptions that can include video, magazines, eBooks and audio. Some examples include: Zinio, Netflix, Crave TV, Bell Fibe TV, Shaw Satellite, and Cogeco Cable.

3. INTERNET USE FOR EDUCATIONAL PURPOSES

Students and employees at HPEDSB have access to the Internet for educational purposes. Educating students on the effective use of the Internet provides access to a vast amount of learning material. Providing age appropriate Internet filtering helps to protect against access to inappropriate material. Every effort to provide a safe learning environment will be made, however, due to the changing nature of the Internet, users may inadvertently obtain access to information that may be considered to be inappropriate, obscene, abusive, offensive, harassing, illegal, or to counsel illegal activities.

The use of personal subscription services on HPEDSB's network is governed by the terms of the agreement between the subscriber and the subscription services. If the agreement provides that use is limited to "personal" or "household" use, for example, then classroom use is not permitted.

4. PROCEDURES

- a) The senior information and technology services officer will coordinate and maintain the provision of network and Internet access within schools and administrative buildings.
- b) The principal or designate is responsible to ensure that users obey the Rules of Conduct defined in Section 5: Rules of Conduct.
- c) Supervisors, including principals, shall consult with the appropriate superintendent if they have questions about appropriate technology or Internet use not covered in this procedure.
- d) Penalties for not adhering to these procedures may include temporary or permanent withdrawal of the user's technology and Internet privileges, up to and including suspension from school.
- e) Upon registration at school, parents/guardians, or the student, if over age 18, will be informed that the learning environment may include access to Internet resources.

5. RULES OF CONDUCT

A network account will be provided to each user. The following Rules of Conduct apply to each user.

- a) It is a privilege to use technology, as defined in this procedure, and to have a network account.
- b) The user is responsible for his/her network account and for any use made of that account. The user must not allow another person to use his/her account under any circumstances.
- c) The user must keep his/her password confidential and will report to his/her teacher, supervisor or school principal if he/she suspects another person has access to his/her network account.
- d) The user will access the network only for HPEDSB sponsored educational and administrative purposes which may include academic exchanges, special projects, support services, curriculum and professional development activities.
- e) The user is responsible for the information sent electronically from his/her account whether sent as private email, public posting, or on the World Wide Web, and must meet the standards for any similar, non-electronic communication.

- f) The user will not engage in any activity which undermines the operation of the network, including but not restricted to the following:
- i. interference with the functioning of a school network, the HPEDSB connection, or any other network that can be accessed through the Internet;
 - ii. causing a disruption in any services available through the network or Internet;
 - iii. the use of unlicensed software and/or use of licensed software in excess of licensing agreements;
 - iv. using the computer system while access privileges are suspended or revoked;
 - v. attempting to gain unauthorized access to any computer system, network, data, resources, programs, or system privileges;
 - vi. attempting to find or exploit any gaps in system security on a school network and the HPEDSB network. If the user notices any other weaknesses or suspects anyone of tampering with system security, the user must notify the teacher, principal or supervisor immediately.
 - vii. using his/her account or the network to access, create or distribute information (video, audio, images, text, etc.) which is obscene, harassing, threatening, racist, inflammatory, malicious, fraudulent, libellous or unprofessional. The user's account will not be used for any activity that may be considered unethical, immoral, or illegal. (Refer to Administrative Procedure 145: Board and School Codes of Conduct, Section 5: Standards of Behaviour).
 - viii. decrypting (decoding) any encrypted material for which the user does not have authorization; and
 - ix. intentionally seeking information about, browsing, obtaining copies of or modifying files, passwords or data belonging to other people, regardless of the location.
- g) The director of education, or designate, reserves the right to suspend or remove the user's account if the user contravenes these Rules of Conduct.

6. APPROPRIATE USE

- a) The director of education, or designate, reserves the right to filter unsolicited email (spam) and Internet sites deemed inappropriate.
- b) Every effort will be made to host electronic information on HPEDSB servers and school/HPEDSB sponsored collaborative learning environments (Twitter school\class account, YouTube school\class channel, etc.) with consideration for staff and student privacy. Schools that are considering using external collaborative learning environments need to consult with their superintendent prior to proceeding. All electronic information hosted in these learning environments would be subject to Section 5: Rules of Conduct.
- c) Email links for employees or students must point to HPEDSB email accounts only. HPEDSB accounts should be used for educational and work related use. Personal use should be directed to personal accounts.

7. USE OF CLASSROOM RESOURCE MOBILE DEVICES

- a) Classrooms may be provided with technology in the form of mobile devices. These devices offer portability of use by employees and students for work- and school-related activities. Additional care and understanding of how the devices should be handled, used and stored is required.
- b) The following pertains to the use and safekeeping of classroom resource mobile devices by students or employees:
 - i. No personal or confidential information should be stored on these devices.
 - ii. Any files saved to these devices should be transferred to a HPEDSB network storage area while logged in at school or work. The device is not backed up, whereas network storage is backed up nightly.
 - iii. Software on the device will be updated throughout the year. Schools will be given advance notice of this occurring.
 - iv. The device will be used by students and employees. Information and Technology Services has implemented security functionality on devices that need authentication to isolate users from one another. Even so, each user must remember that the device will be shared.
 - v. As a portable unit, the device is more susceptible to theft. Therefore, additional care must be taken to safeguard the device to prevent an information breach.
- c) Classroom resource mobile devices are property of HPEDSB and do not belong to any one individual.
- d) Classroom resource mobile devices are intended for use outside the school setting, such as taken home by an employee to do report cards or used during a school sponsored event. While outside the school setting these devices are to be used only by the specific employee or student with the permission of the teacher.
- e) Only school or HPEDSB-approved software/applications are to be installed. Personal software licensed is not permitted.
- f) Any damage or loss that occurs to a classroom resource mobile device that has been removed from a school is the responsibility of the school. This includes making changes to the device that renders it inoperable.
- g) If a mobile device goes missing, the user must notify the principal immediately in order to activate breach procedures.
- h) Classroom resource mobile devices have a finite battery life. Planning for charging and access to an AC power outlet must be considered. Charging routines should be established for consistent use.
- i) Where at all possible, classroom resource mobile devices should be stored in a secure location when not in use.

- j) Due to the size, shape and weight of classroom resource mobile devices, the device must be handled with care. Attention is required when packing, transporting and using them.
- k) Wireless networks are widely available within and outside the school. Users who connect to multiple wireless networks must take care to ensure that HPEDSB wireless network information is not removed.

8. PROTECTING PERSONAL PRIVACY

- a) The use of technology, including devices with digital imagery and cellular capability, must be used in an appropriate manner that respects the privacy and dignity of others. Such technology must not be used in areas where there is an expectation of privacy, such as in washrooms or change rooms.
- b) Unless it is a school-sanctioned activity, users must not take photographs, videos or audio recordings of a person or persons on school property, at school events/activities during school hours unless prior approval of the person(s) and principal or designate has been received in writing.
- c) Failure to obey Section 8: Protecting Personal Privacy will be dealt with according to school procedures, administrative procedures and/or the police protocol.

9. LOSS, DAMAGE, OR THEFT OF PERSONAL ELECTRONIC DEVICES

- a) Students and employees are responsible for safe-keeping their personal electronic devices. The school or administrative office is not responsible in the event of loss, damage or theft.
- b) If a student fails to abide by the rules of conduct outlined in this procedure, the electronic device may be confiscated and returned to the parent or guardian, or to an adult student after the instructional day, or as appropriate to the circumstances.

10. DISCLAIMER

- a) Every effort will be made to ensure the privacy of a user's information. However, all information that is sent, received and created using the HPEDSB network is subject to examination, if deemed appropriate, by the director of education or designate.
- b) HPEDSB does not accept any responsibility for the use or misuse of information acquired by any user accessing the Internet using technology, as defined in this procedure, nor any situations, issues or litigation that may arise from unauthorized use or contravention of any of Section 5: Rules of Conduct.

Appendix

- Appendix A - Responsible Use of Technology Agreement

Legal references

- *Education Act*, section 265 Duties of Principal; section 286 Duties of Supervisory Officers; Part XIII Behaviour, Discipline and Safety
- *Regulation 298 - Operation of Schools*, section 20 Duties of Teachers
- *Municipal Freedom of Information and Protection of Privacy Act*
- Policy/Program Memorandum No. 128 The Provincial Code of Conduct and School Board Codes of Conduct
- Policy/Program Memorandum No. 144 Bullying Prevention and Intervention
- Policy/Program Memorandum No. 145 Progressive Discipline and Promoting Positive Student Behaviour
- *Copyright Matters!* 4th Edition: Some Key Questions & Answers for Teachers
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[Reference documents and forms can be found on-line](#)

District references

- Administrative Procedure 145: District Code of Conduct and School Codes of Conduct
- Administrative Procedure 148: Staff Password Procedure
- Administrative Procedure 225: Character Development
- Administrative Procedure 378: Student Discipline, Bullying Prevention and Intervention
- Administrative Procedure 421: Safe Workplace - Violence in the Workplace
- Administrative Procedure 422: Safe Workplace - Workplace Harassment
- Administrative Procedure 450: Return of Board Equipment
- 2015-2020 Strategic Plan



Hastings and Prince Edward District School Board

Appendix A Responsible Use of Technology Agreement

Hastings and Prince Edward District School Board (HPEDSB) believes technology can be a powerful tool to enhance learning. While there are potential issues associated with technology use, the benefits far outweigh these issues.

HPEDSB offers a safe and secure district-wide network accessible through use of personal wireless devices and HPEDSB-owned wired and wireless devices. Therefore, this Responsible Use of Technology Agreement applies to both.

Student, employee and community interaction with technology can contribute positively to school learning environments. An individual's use of technology inside or outside the school or administrative office that degrades or defames their peers, colleagues, community members or HPEDSB, is unacceptable.

HPEDSB uses a web filter to safeguard individuals from inappropriate content, and provides education and supervision to ensure students understand and comply with the safe, legal and responsible use of technology and the information accessed by its use.

The following are expectations for the Responsible Use of Technology

1. Respect and protect yourself

- a) I will take responsibility for my actions when posting/viewing information, images and videos online.
- b) I will not reveal personal information, such as my age, address or phone number, or those of other individual(s), with any online service or person. (students only)
- c) I will not access other user accounts.
- d) I will obey school and HPEDSB procedures.

2. Respect and protect others

- a) I will not use technology to degrade or defame others.
- b) I will obtain permission of the individual(s) involved and a school staff member before photographing, videoing, publishing, sending or displaying information about someone else.
- c) I will obtain permission from individual(s) when sharing commonly created electronic data.
- d) I will not forward inappropriate information, images and videos or communications.

3. Respect and protect intellectual property

- a) I will respect Canadian copyright laws.
- b) I understand the importance of correct citation and will use it accordingly.
- c) I will only download, save or install either full or portions of any software, music, movies, images, in accordance with Canadian copyright laws.

4. Respect and protect property

- a) I will take full responsibility for, and respectfully use, any technology available to me at school or work.
- b) I will use network bandwidth, file storage space and printers reasonably and responsibly.
- c) I will report abuse of technology (to a staff member).
- d) I will report security or network problems (to a staff member).

5. Use of personal electronic devices

Students and employees may bring their own personal electronic devices to school or work for learning/teaching purposes. The following conditions apply to the use of any personal electronic devices, in addition to those mentioned above.

- a) I realize that by using my device on the school network, it can be monitored and my activities can be traced back to me.
- b) I will not plug any devices capable of broadcasting or sharing private access into the school or HPEDSB network. For example wireless routers or game consoles. I understand that such devices are not permitted under any circumstance.
- c) I will turn off all peer-to-peer software or web-hosting services on my device, such as music/video/file-sharing, while connected to the school or HPEDSB network.
- d) As a student and while in class, I will use my personal electronic device only with the teacher's expressed permission.
- e) As a student, I understand that I may use my personal electronic device in many/sanctioned areas of the school as long as I adhere to the expectations of this agreement, the school rules, and that I contribute to an atmosphere that supports class work and individual study.
- f) I understand that the security, care, connectivity and maintenance of my personal electronic device is my responsibility. For example troubleshooting, repair or connectivity to the wireless network.
- g) I understand that the school is not responsible for the loss, theft or damage of my personal electronic device. I am fully responsible for my property while it is at school or work.
- h) I understand that the principal or designate, and the senior information and technology services officer may involve a third party to access my personal electronic device if there are reasonable grounds to believe that a breach of school or HPEDSB procedures has occurred.
- i) I agree that by failing to abide by this agreement, I may:
 - i) lose my access to Internet and technology privileges;
 - ii) lose my device; and
 - iii) face disciplinary action as per school and HPEDSB procedures.
- j) I agree to obey HPEDSB Procedure 147: Technology Use.

I have read, understand and accept the expectations and conditions of this agreement and will use the school and HPEDSB wireless networks as described above.

Parent information item: not an agreement unless agreed electronically, or signed.
