Information and Communication Technology (ICT) Use

Administrative Procedure 1.A.090

Board Governance Policy Cross Reference: Policy 1, 2, 3, 16, 17
Legal Reference: Safe Schools Charter

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Date reviewed: February 2019

The use of Information and Communication Technologies (ICT) enhances the educational environment of the School District of Mystery Lake (the District). The District seeks to ensure that students and staff have the understanding and skills required to use technologies in appropriate ways for their education, age and information needs.

The Internet or "Information Highway" provides a valuable means of acquiring and transmitting information for the benefit of all those using it within the District. ICT provides increased access to learning opportunities for students and improves student outcomes. Access to network services and technology will be provided to students who agree to act in a responsible manner. Therefore, **access to technology is a privilege, not a right**. **All students** will sign a *Student Technology Use Pledge* at the beginning of each school year.

Employees are expected to communicate in a professional manner and obey laws governing copyrights. Electronic mail and telecommunications are not to be utilized to share confidential information about students or other employees without authorization of an administrator.

The District has expectations of users as it relates to Netiquette (Network Etiquette) which includes, but is not limited to, the following:

- Be polite. Do not write or send abusive messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal the personal information of students or colleagues, whether the method is in print or with pictures.
- Note that electronic mail (e-mail) is not guaranteed to be private, i.e. there is no expectation of privacy.

- Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not alter files in any manner without permission of the owner, i.e. change, copy, delete, read or otherwise access files or software.
- Do not use the Internet in such a way that would disrupt the use of the Internet by other users (downloading large files; sending mass e-mail messages, i.e. spam; annoying other users).
- To disclose to a person of authority any message that is perceived as inappropriate or makes them feel uncomfortable.
- Use of unauthorized social networking web sites is prohibited.

GUIDELINES

This procedure establishes guidelines for appropriate use of hardware, software, networks, databases, files, storage devices and materials, web site, e-mail, telecommunications or other systems, including without limitation, those systems that support and host the network (the Facilities) of the District by students or employees (the Users) of the Facilities.

The Facilities belong to the District. Users receive access to the Facilities to support educational objectives. The use of the Facilities is a privilege, not a right, and, therefore, its purpose is for authorized educational use and only occasional personal use is permitted.

Users are to have valid, authorized accounts and may only use those computer resources which are approved for use by the IT department, i.e. **no unauthorized outside equipment will be permitted for use within the Facilities**. Users are responsible for the safeguarding of his/her personal account, i.e. account passwords or access points passwords are confidential, or allowing another person to use his/her account without the permission of the administrator. Users shall always log out completely when finished accessing the Facilities.

The District may, but is not obligated to, monitor, audit, intercept, review, screen, edit, delete, remove, collect, use, store and disclose any User information to enforce this procedure.

AMENDMENTS

Users are not entitled to change, supplement or amend this procedure in any manner. The District may, in its sole discretion, change, enhance or amend this procedure from time to time, for any reason, and without further notice or liability to Users, by posting a revised procedure on the District public web site. It is the responsibility of Users to check for updates.

YEARLY PROCEDURES

Teachers must exercise their professional judgement to communicate accurately this policy to students with respect to their age and understanding at the beginning of the school year as follows:

- Elementary: Grades K to 8 – the homeroom teacher
- High School: Grades 9 to 12 – as determined by the school principal

Student Users and their Parent(s)/Guardian(s) (if the student is under the age of 18) **must complete** the *Student Technology Use Pledge* **before** the Student User can gain access to the Facilities. Signed forms will be retained for the year by the classroom teacher or by the school's librarian.

Students are encouraged to notify in confidence to the supervising staff member if they have reason to believe that any User has breached this policy.

Teachers are expected to **supervise** their students during ICT activities **at all times**.

A violation of the procedure may result in disciplinary action, including, without limitation, possible reprimand, suspension or termination of access privileges to the Facilities, restitution for damaged or stolen computer equipment, suspension or expulsion from the District and/or appropriate legal action. Any Student User violation shall be documented in CIMS, a copy of the report provided to the parent/guardian, and an additional copy to be placed in the student's CUM file.

Every User is expected to adhere to this procedure.

Student Technology Use Pledge – Grades K to 12

In the School District of Mystery Lake, technology helps students learn. Therefore, I pledge:

1. I will never use the computer to threaten, bully or talk badly about someone else.

2. I will never try to download and install computer programs or games.

3. I will use only my own log-in name and password and nobody else's. I will keep my log-in name and password a secret from everyone except my teacher.

4. I will always log-off properly so others cannot misuse my account.

5. I will always ask permission before I enter any web site unless my teacher has already given me permission.

6. I will never damage computer equipment and I will tell my teacher if I notice any damage to the computer. If I damage or steal computer equipment I may be asked to pay replacement costs.

7. I will not look at, or delete other people's files without permission.

8. I will always follow copyright and give credit if I am using someone else's words, images or ideas and I will use the Creative Commons.

9. I will only send appropriate e-mail messages as assigned/requested by my teacher.

10. I will keep my personal information (name, home address, school name, school address, phone number, picture) private when I use the Internet.

11. I will tell my teacher immediately if I see anything on my computer or iPad that I am unhappy seeing, if I receive messages I do not like or if someone asks to meet me while I am online.

12. I know that my teacher may check my computer files. I know that a record of the Internet sites I visit is kept.

13. I know that if I deliberately break any of these rules, I can be stopped from using technology at school.

Student Name: _____   Grade: _____

Student Signature:_____   Parent Signature:_____

District Employee ICT Acceptable Use Protocol

The use of Information and Communication Technologies enhances the District's educational environments. Along with benefits that technology can bring, there are associated responsibilities. The Information and Communication Technology (ICT) Use Procedure may be viewed on the district website at www.mysterynet.mb.ca.

As an employee of the School District of Mystery Lake, use of District Information and Communication Technology (ICT) resources is in accordance with the following conditions.

Will:
- Use all Division ICT resources and equipment including computers, networks, servers, Internet connections, email, etc. in a manner that directly relates to, and is appropriate for, my specific job function.
- Abide by all software license copyright agreements.
- Help to maintain system security by keeping all of my passwords private.
- Be considerate in my electronic communications by limiting email and email attachments to those that directly relate to my specific job function.
- Help ensure resource availability for everyone by reporting potential breaches of policy or system security to my supervisor.

Will not:
- Access, send, or willfully receive any material that is inappropriate.
- Install software on any computer or server that has not been approved by the Technology department.
- Use any Division ICT resource for any business interest.
- Willingly participate in the proliferation of chain e-mail and other non-instructional email commonly referred to as "Spam."
- Cause intentional damage to any Division ICT resource.

Improper ICT use may have a negative impact on the functionality of the ICT for others.

You will be subject to appropriate disciplinary action which may impact terms of employment.