School District No. 63 (Saanich)

Policy Name: Use of Technology and Information Systems **No:** 3130

Preamble

The intent of this policy is to set expectations for ethical and appropriate use of the Internet and the district's wide area network. This policy also indicates consequences for improper use.

The district maintains a wide area network with internet connections to support learning and educational and administrative communications of staff and students within and outside of the district. This network provides access to educational resources throughout the world.

The district technology plan states that every student, administrator and staff member has appropriate and reasonable access to the online system within the school district and through the district system to external resources. This policy governs and guides that access.

Policy Statement

All users of school district networked systems will use those systems and will access resources in ways that are efficient, ethical and legal and consistent with the provisions of this policy, the District Technology Plan, the Provincial Learning Network (PLNet) agreement, and the Freedom of Information and Protection of Privacy Act (FOIPPA).

Statutory Reference: British Columbia's Freedom of Information and Protection of Privacy Act (FOIPPA)

Contractual Reference: Provincial Learning Network (PLNet) Agreement

Policy Reference: 3100 – Selection of Learning Resources
3120 – Challenge of Learning Resources
District Technology Plan

Date of Initial Board Approval: July 1982 **Amendments:** November 1989
May 1990
June 2008
April 2011

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Guiding Principles

1. All access by students, staff and volunteers, including parents, to district-mediated online communications is governed by this policy.

2. Electronic information will only be stored and retrieved as necessary and in ways that are consistent with the FOIPPA and the provisions of this policy.

3. Staff and student access to online information and communication is a critical part of modern day education. Electronic communications extend learning opportunities and increase awareness of and access to global resources and perspectives.

4. An inclusive learning environment requires equitable access to the internet.

5. Student access to online communication should be developed in a collaborative learning environment in supervised contexts and be accompanied by instruction and high expectations about safety, ethics, etiquette and appropriateness of material.

6. The choosing and recommending of online sites and resources by teachers is governed by the criteria for selection listed in Policy 3100 - Selection of Learning Resources and is subject to the challenge process outline in Policy 3120 - Challenge of Learning Resources.

7. Parents are required to give their informed consent before students are permitted online communication access.

8. Online communications access outside of the school setting is the responsibility of students and their parents.

9. Consequences for inappropriate uses are outlined in the administrative procedures and will be consistent with other disciplinary procedures within the district.

10. The Board supports and endorses the use of technologies which are environmentally friendly, that minimize waste in creation and disposal and that minimize potential health concern.

Guiding Principles (cont'd)

11. The Board supports the purchase of energy efficient and long-life equipment and technologies as a means of reducing overall energy costs.

12. Although the district technology plan is predicated on hard-wired access to the internet through thin client technologies, the Board recognizes that there are circumstances where wireless access to the internet is desirable. This will be primarily for guest access (e.g., administrator, teacher or itinerant staff handheld devices), wireless internet access for students with special needs and demonstrated educational needs for students in higher grades. Accordingly, wireless access will be made available in accordance with the provisions of Administrative Procedure 14 as needed and in compliance with the safety standards established by Health Canada and the World Health Organization. Those safety standards will be reviewed from time to time by the Superintendent of Schools. Commercial-grade managed wireless access points will be provided in adult work spaces including the school board office, physical plant, education centre, school staff rooms and staff work areas, and in student environments in accordance with Administrative Procedure 14. It is understood that where wi-fi access is intentionally limited to certain areas of schools there will be some degree of radio-frequency signal evident throughout the school diminishing in intensity as a function of (the square of) the distance from the wireless access point.

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Administrative Procedures

1. **Purposes**
   The district wide area network (WAN) and internet connectivity will be managed in a way that supports and enhances educational opportunities for students and staff. The district wan will be maintained in a way that facilitates communication among staff, students and the community, and provides access to appropriate online resources.

2. **District Rights**
   The district has the right to restrict or terminate access to and through its network at any time for any reason. The district further has the right to monitor any network activity in order to maintain both the operation and appropriate use of the information network.

3. **Privacy**
   The district will store electronic information only as necessary and in ways that are consistent with the FOIPPA and the provisions of this policy. The district will routinely monitor internet use.

4. **Storage Capacity**
   Users are expected to remain within allocated disk space and delete email or other material that take up excessive space. Disk space storage and email limits may be imposed on both staff and students.

5. **District staff email**
   a) The district assigned email account shall be an official means of communication for all staff. District-owned email systems are no different from district-owned telephone systems, bulletin boards, copiers or other capital assets and are to be treated in the same manner. Users are responsible for all information exchanged via their district assigned email account.
      i) The account and the contents of the account are governed by administrative procedures.
      ii) The district offers this service on an as-is basis. The district information technology department does not offer any implicit or explicit guarantees of service.
   b) It is the account holder's responsibility to use a secure alphanumeric password assigned by the district.

Administrative Procedures (cont'd)

c) The IT department will create new email accounts for new staff members upon notification from the Human Resources department and will retain those accounts until retirement, resignation or termination of the staff member.
d) Staff accounts are allotted a quota for email storage.
e) When a staff member leaves the district by retirement, resignation or termination, the email account will revert to the district. The account holder is expected to clear the account of personal correspondence before leaving. The account holder's supervisor will be given access to the account and is responsible for notifying the IT Department as to the deletion date.
f) The district will make reasonable efforts to maintain the integrity and effective operation of its electronic mail systems, but users are advised that those systems should not be regarded as a secure medium for the communication of sensitive or confidential information. The nature and technology of electronic communication does not allow the district to assure the privacy of an individual's use of the district's electronic mail resources or the confidentiality of particular messages that may be created, transmitted, received or stored thereby.
g) Email accounts that have not been used for a period of six months will be disabled. A holder of a disabled account will have to contact the IT department in order to re-enable the account. An account that has been inactive for a period of one year will be deleted.

6. Personal Technology Devices

The use of all telecommunication and recording devices, including cellular phones, smart phones, and cameras, at schools and school-sponsored or school related activities on or off school property, will be allowed only where expressly authorized by the school administrator.

7. Use of Personal Computers and Laptops

The district recognizes that staff and students may bring their own computers to school/work to help perform their duties. In such cases, this use is subject to supervisor approval and the provisions of this policy and requires the exercise of due diligence with respect to files containing work-related information, and confidential information.

Administrative Procedures (cont'd)

To connect a personal computer (including desktop computers, notebooks, personal digital assistants (PDAs), iPods, iPads and other network-enabled devices) to the district network (hard-wired or wireless), the following conditions must be met:

i) A computer technician will be consulted to determine the network resources requested and the suitability of the equipment.
ii) Up-to-date virus protection software must be licensed and installed for the computer.
iii) The computer must be running an operating system that allows for appropriate network security to be applied.
iv) Use of personally owned computers will only be for appropriate work and learning purposes.
vi) The district assumes no obligation for the support of the personal equipment; nor will it accept any liability for modifications made to the equipment as a result of establishing a connection.
vii) The owner of the equipment will disconnect the equipment at the request of any supervisor or Information Technology staff member.
ix) The Board accepts no responsibility for theft or damage that may occur to personal items brought to the school or the worksite.

8. Software Licensing

The district adheres to vendor software licensing agreements for the use of software in schools and district departments and acknowledges the licensing of software as copyright intellectual property.

i) Open Source or software available under the GNU General Public License (GPL) may be used freely as defined under the GPL. Open Source software is to be considered as the preferred alternative to commercial software wherever possible.
ii) Software placed on school computers must be done so in accordance with the vendor's licensing conditions. Schools and district departments must have a copy of the license for each corresponding software application.
iii) Software purchased under an educational license must be used only on school and district computers or as defined by the license agreement.
iv) Schools and district departments must keep a current record of all software licenses.
v) Where software is purchased by the district for distribution to schools/departments, licensing information will be kept centrally in the district.
vi) Where software is upgraded on the original license and placed into use, the original software must not be sold, given away or continued in use unless specifically stated in the licensing agreement.

Administrative Procedures (cont'd)

vii) Software no longer in use by schools or departments should be removed from all computers.
viii) Removal may include destruction, selling or giving away the original copy and documentation provided this does not contravene the original licensing agreement.
ix) Software licensing documentation must be held securely in the main office and made available to enforcement authorities upon request.

9. Web Page Publishing

The district encourages the use of the internet and district wide area network servers and the publishing of web pages to enhance the teaching and learning process and to foster communication within and outside the district. Subject to the following conditions, school administration has full control over the posting of web pages and may update or change school web pages at any time. The posting of web pages is a form of electronic publication, and is subject to all laws, including the *Copyright Act* and the *Freedom of Information and Protection of Privacy Act*. Web pages must also be designed to respond to concerns for student safety, privacy and security.

i) All web page information from schools must reside on district servers. Departure from this procedure must be sought in writing from the superintendent or designate prior to posting any school or department web page on third party provider servers.
ii) Each principal or designate must identify the school's web administrator(s), who will be responsible for the content of school web pages.
iii) Full informed consent from a parent or guardian is required when a student's name is referenced on the district or school web page.
iv) Full informed consent from a parent or guardian is required before student work is posted on district or school web pages. When student work is posted, authorship must be acknowledged.
v) To protect the privacy of students, the use of identifiable photographs of students, without full informed consent from a parent or guardian, is not permissible. Employee photographs may be used when their full-informed written consent has been obtained.
vi) To prevent harassment and protect the privacy of students, no personal information beyond the student name may be disclosed on the District or school web page (e.g., address, phone number, etc.) that would further identify a student. A school may publish employee names and e-mail addresses when full and informed written consent has been obtained.

Administrative Procedures (cont'd)

vii) All graphic, photographic, video, audio and multimedia content appearing on a district or school webpage must be original source material. Materials owned through other sources or copyright materials must be accompanied by written authorization from the owner or copyright holder before publication or posting on district web servers.

viii) Each school main web page must contain an official and recognizable district logo. The district logo may not be altered in any way and must have separate status by being placed in a corner unoccupied by any other graphic or portion of text and there must be a prominent link pointing back to the district webpage.

xi) All published materials on district servers become the property of the district. The district retains full copyright on all posted web content.

xii) The district reserves the right to determine which links will be posted on the district webpage. All requests for link postings must be forwarded to the Director of Information Technology and be reviewed as necessary by the superintendent or designate.

10. Inappropriate Materials

Staff and students will be allowed to use this network to access the internet understanding that some material that is available through the internet is inaccurate or biased and must be used with caution. Some material is contrary to prevailing community standards and is inappropriate for classroom use. Access of inappropriate material is not permitted through this network.

While the district will attempt to reduce the accessibility of objectionable material, the internet is designed to make all materials within it available through search and retrieval tools. While the district and PLNet include content filtering, the primary tool in preventing access of inappropriate materials is the development of an ethical user.

Students and parents need to know that it is possible for students to encounter inappropriate material during legitimate research. If a student inadvertently encounters inappropriate material the website should be left immediately.

Students and staff need to constantly evaluate and filter information and resources in the internet environment.

Administrative Procedures (cont'd)

11. Ethical Use

Any use of email or access to network or internet resources by students or staff which are contrary to the purposes of the network or which violate or endanger personal safety, legality, system security, or privacy are prohibited. These practices include but are not limited to:

i) use for political or commercial gain
ii) use that is not consistent with the educational purposes of the network;
iii) use of profanity or inappropriate language;
iv) use that disrupts the educational goals of the district;
v) use of a district account by unauthorized users;
vi) access of material that has been deemed inappropriate for school use including pornography;
vii) use that violates copyrights or license agreements;
viii) use that intentionally disrupts network traffic or degrades equipment or network performance;
ix) illegal activities including harassment;
x) use that invades the privacy of individuals;
xi) possession of data in any form which might be considered a violation of these practices

12. Consequences of violations include but are not limited to:

- suspension or revocation of network privileges;
- suspension or revocation of computer access;
- school suspension;
- disciplinary action of an employee under the appropriate collective agreement or contract of employment;
- legal action and prosecution by the authorities.

13. Forms

School administrators will ensure that the following forms are completed by students and/or parents at the beginning of each school year:

3130A	Parent consent for online communications access – elementary and middle schools
3130B	Parent consent and secondary student agreement for online communications access

Administrative Procedures (cont'd)

14. Although the district technology plan is predicated on hard-wired access to the internet through thin client technologies, the Board recognizes that there are circumstances where wireless access to the internet is desirable. Wireless (wi-fi) installations will be managed as follows:

a. There will be no wi-fi installations in elementary schools.
b. In middle and secondary schools, managed wi-fi environments may be installed in adult workplaces including staff rooms and offices as necessary.
c. Middle schools will have up to 25% coverage of student areas (with the understanding being that there will be spillover of the signal as described in Guiding Principles 12), with the locations to be determined in accordance with educational needs as described in IEPs and overall educational needs for the school as determined with staff and the Parent Advisory Council.
d. Secondary schools will have school-wide wi-fi coverage.
e. The Information Technology Department will be responsible for all wi-fi installations and will ensure that all wireless access points are managed, commercial grade and as localized as possible.

15. School administrators will review this policy with all staff at the beginning of each school year and will make paper copies available to parents upon request. District administrators and supervisors will ensure that employees not assigned to schools review this policy on a regular basis.

Saanich Schools

Great Places to Learn & Safe Places to Be

3130-A (Use of Technology & Information Access)

Parent Consent for Online Communications Access - Elementary & Middle Students

Your child's educational program may include the opportunity to access the school district network and the internet. In order for your child to be provided access by the school district, it is necessary for you to sign this consent form, or provide a school administrator with electronic confirmation that you have read this information and are providing informed consent.

Online information technology skills are now considered a necessary part of technical/information literacy and are part of the curriculum of the province of British Columbia. The opportunity to learn about and through online information is a career/life skill that has potential benefit for your child. Students will be able to access information from around the world and bring it to their school computer via the district network or the internet. Limited wireless access to the internet may be provided in accordance with Board Policy 3130 Administrative Procedure 14.

Access to the internet creates potential challenges as well. It is this potential that requires us to obtain parent consent. Online communication can be misused. Students may receive inappropriate materials that may range from mildly offensive jokes to obscene, pornographic, sexist, racist, or violent material. While we take every precaution there are few safeguards that can reliably prevent exposure to this material.

Appropriate use is a shared responsibility of the student, the parents and the school. Instruction about online etiquette and the ethical use of computer communications is a routine part of the school's program. As in other areas, open communication between parent and child about the internet, personal safety and personal ethics is vital in building responsibility.

School staff will monitor students' use of the school's online infrastructure to ensure appropriate use. Students who deliberately use their internet access in a way that is contrary to school district Policy 3130 (Use of Technology and Information Systems) will face disciplinary action. The entire policy is available upon request from the school office or can be found under Board/district policies at www.sd63.bc.ca.

Student's Name: _____

I grant permission for my child to access school computers as described above ☐

I **DO NOT** grant permission ☐

Parents are asked to make any concerns (including in regard to wi-fi) known to a school administrator.

Parent/Guardian's Name: _____

Parent/Guardian Signature: _____Date: _____

Saanich Schools

Great Places to Learn & Safe Places to Be

3130-B (Use of Technology & Information Access)

Parent Consent and Secondary Student Agreement for Online Communications Access

Secondary schools in Saanich provide the opportunity for students to access the school district network and the internet. Students will be able to access information from around the world and bring it to their school computer via this electronic connection.

Online information technology skills are now considered a necessary part of technical/information literacy and are part of the curriculum of the province of British Columbia. Access to the internet creates potential challenges as well. It is this potential that requires us to obtain parent consent and student agreement. Online communication can be misused. Students may receive inappropriate materials that may range from mildly offensive jokes to obscene, pornographic, sexist, homophobic, racist, or violent material. While we take every precaution there are few safeguards that can reliably prevent exposure to this material.

Appropriate use is a shared responsibility of the student, the parents and the school. Instruction about online etiquette and the ethical use of computer communications is a routine part of the school's program. As in other areas, open communication between parent and child about the internet, personal safety and personal ethics is vital in building responsibility.

School staff will monitor students' use of the school's online infrastructure to ensure appropriate use. Students who deliberately use their internet access in a way that is contrary to school district Policy 3130 (Use of Technology and Information Access) will face disciplinary action. The entire policy is available upon request from the school office or can be found under board/district policies at www.sd63.bc.ca.

Pages 2 and 3 of this form describe expectations for students using electronic communications systems.

Page 4 of this form is to be signed and returned to the office to signify student commitment to these expectations and parent consent (or lack thereof) as described. Alternately, you and your child may be able to provide a school administrator with electronic confirmation that you have read this information and are either providing or withholding consent.

3130-B (Use of Technology & Information Access)

Expectations for students using electronic communications systems

The following are expectations for students accessing the internet and e-mail through the district's/schools' networks. Students signing this document agree to the following terms and conditions.

Inappropriate material: I will inform my teacher or principal if I come across any site, material information or situations that makes me feel uneasy or uncomfortable, or that I believe may contain inappropriate material, including offensive, obscene, pornographic, sexist, homophobic, racist or violent 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.

Respect for other people's personal information: I will not post personal information about other people, including family members, fellow students, teachers, district employees or friends. Personal information may include information such as full names, school locations, interests, extracurricular activities, occupations, home or business addresses or phone numbers.

Posting student's own information on the internet: I will not post my personal information anywhere, including my homepage if I have one, through the district or school internet server. I may however; post school projects and work on the internet or district servers as approved by my teacher. Just as I have been warned in the past about not meeting or talking to strangers, the same is true for using the internet – I will not meet with anyone I talk to on the internet without my parent or guardian present.

Electronic Mail: Electronic mail is an electronic messaging system which delivers messages through the internet. Electronic mail allows any internet user to communicate with another user or group of users through the district or school server. I understand that using e-mail will be at the discretion of the school. The students will ONLY communicate with district provided e-mail addresses.

School rules 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 student and the consequences for breaking those rules apply to my use of any electronic communications systems, including posting and using services on the internet. I understand the consequences for breaking those rules may result in the limitation or withdrawal of the privilege of having access to the district or school electronic communications systems and of having internet access. More specifically, without limiting the above, I agree that:

- I will not do anything illegal.
- I will not breach my responsibilities as a student when using the district's networked information or the internet.
- I will not break any regulations regarding student conduct established by the district or my school.
- I will use appropriate language on the internet, and any statements of opinion that I make will be respectful, fair and not malicious.

- I will not engage in any financial transactions or cause any damage or losses to any person in using a district electronic communications system including posting and using services on the internet.

I understand that I am personally responsible for my actions, errors and omissions in using a district electronic communications system and accessing the internet. I further understand the consequences for failing to comply with the terms and conditions of these regulations may well exceed school disciplinary actions, and may include criminal investigations, civil suits or both.

Responsible Use of the Resources: I agree to use my time on-line effectively, in posting and using services such as browsing and downloading files. I agree to keep my password secret.

Plagiarism: I agree that I will not copy information and claim it as my own.

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 works or art, compositions, text, symbols, sayings, cartoons, excerpts, and quotations. I agree that I will give written credit for sources of information for my work.

Wireless: I understand that the school may provide access to wireless (wi-fi) internet connections and that if I have any concerns in that regard, including health concerns, I will make them known to an administrator. Should these concerns be sufficient to require limiting daily exposure, I and my parents will make those concerns known to a school administrator.

Student Agreement

I have read and understand pages 1-3 of form 3130-B and agree that I will abide by the expectations described therein. I will use resources responsibly, respect the rights of others and not use these systems for unethical or illegal activities. I further understand that any violation of the regulations is unethical and may constitute a criminal offence. Should I commit any violations, my access privileges may be revoked, school disciplinary action may be taken, and possible legal action may be taken. I understand that this document will remain in my school file for the school year.

Student's Name: _____ School: _____

Student's Signature: _____ Student ID# _____

Parent Permission Form for Student Access Electronic Communications Systems

I have read and understood pages 1-3 of form 3130-B and understand that my son/daughter may access district electronic communications systems which allow him/her to access resources, communicate with others and publish work. I further understand that, should my child publish work it will be his or her responsibility to ensure that it does not include personal and private information such as an identifying picture of my child, her/his home address or phone number. I also understand that filtering or blocking software which may be applied to the electronic communications systems is not foolproof and cannot guarantee 100% effectiveness.

I grant permission for my child to access the electronic communications systems and to publish his/her work. ☐

I **DO NOT** grant permission and understand the school will take reasonable action to prevent my child from accessing the internet. I further understand that if permission is denied it is the responsibility of my child to avoid using the electronic communications systems. ☐

Parents are asked to make any concerns (including in regard to wi-fi) known to a school administrator.

Parent/Guardian's Name: _____ email: _____

Address: _____ Phone: _____

Parent/Guardian Signature: _____ Date _____

Note: If the school has made arrangements for electronic confirmation of student agreement and parent consent, or lack thereof, then that electronic confirmation will imply that the student and parent have read the entire form 3130-B.