DISTRICT TECHNOLOGIES AND INFORMATION SYSTEMS

PREAMBLE

The goal of this policy is to have district technologies and information systems used in a responsible, efficient, ethical, secure and appropriate manner in accordance with all applicable laws and school district policies.

POLICY

THE BOARD RECOGNIZES THE IMPORTANT ROLE OF DISTRICT TECHNOLOGIES AND INFORMATION SYSTEMS IN THE PURSUIT OF ACADEMIC EXCELLENCE AND ADMINISTRATIVE FUNCTIONING. THE BOARD'S OBJECTIVE IS TO PROVIDE STAFF AND STUDENTS ACCESS TO INFORMATION IN SECURE AND RELIABLE TECHNOLOGICAL ENVIRONMENTS WITH STANDARDS ESTABLISHED FOR APPROPRIATE USE, SECURITY AND ADMINISTRATION OF DISTRICT TECHNOLOGIES AND INFORMATION SYSTEMS.

OBJECTIVES

1. Provide guidelines for the safe use of district technologies by users.

2. Ensure that users respect privacy, copyright and intellectual property of others.

3. Clarify responsibilities related to network use in Burnaby facilities.

4. Ensure that district technologies and associated technology are used for intended purposes.

5. Provide guidelines to respond to inappropriate uses.

6. Ensure that users will not use district technologies to bully, harass or defame, or to access pornography.

7. Ensure that users will not disrupt district technologies.

8. Ensure that users will not use district technologies for commercial or criminal purposes.

REGULATIONS

DEFINITIONS IN THIS POLICY

Information Systems and District Technologies means all hardware and software, applications, procedures, processes and controls of the district, used by or in schools or in the operation of the district.

District Staff means employees of the Board of Education of School District No. 41 (Burnaby).

Network means the school district system local and wide area networks, and includes the Provincial Learning Network (PLNet) and internet.

Internet means the public internet.

PLNet means the wide area network that connects over 1800 schools, post secondary, and other public institutions in British Columbia.

User means any person who uses District Technologies, Information Systems, or network, including any district staff, student, trustee, parent/guardian, guest, or volunteer.

STAFF ACCEPTABLE USE

The District Technologies and Information Systems Acceptable Use Regulation for District Staff is intended to ensure District Technologies and Information Systems are used in a responsible, efficient, ethical, secure and legal manner in accordance with applicable laws and school district policy.

District staff must ensure that appropriate measures are taken to ensure the protection of confidential information and to ensure they do not improperly disseminate confidential or third party personal information.

All users must acknowledge their understanding of this policy and agree to adhere to it as a condition of receiving a user account or accessing District Technologies or Information Systems.

In order to be issued access privileges to District Technologies or Information Systems, all users must fill out form F100a District Technologies and Information Systems Acceptable Use Agreement for Staff.

Access to District Technologies and Information Systems is to be used for educational purposes and for conducting school district business only. Use of District Technologies for any other purpose is prohibited including, without limitation, commercial, criminal, obscene or illegal purposes. However, limited incidental personal use is permitted.

Use in violation of this policy may lead to the suspension or termination of access to District Technologies or Information Systems and discipline, up to and including dismissal.

If the school district has reason to believe this policy has been violated or that District Technologies or Information Systems have been misused, the school district may access any files on the system or access any school district hardware.

The school district will cooperate fully with any other school district, provincial, federal or other authorized officials in any investigation concerning or relating to privacy violations or criminal conduct.

USE OF DISTRICT TECHNOLOGIES OR INFORMATION SYSTEMS

School district staff with network access are responsible for appropriate behaviour on school district networks. Users must conduct themselves in a responsible, decent, ethical and appropriate manner while using District Technologies and Information Systems.

District Technologies and Information Systems are intended to support teaching, learning and administration.

Unacceptable uses of the District Technologies and Information Systems include, but are not limited to:

1. Violating the privacy of others, including students, their families, volunteers or district staff;

2. Using profanity, obscenity, or other language which may reasonably be expected to be offensive to others;

3. Using District Technologies and Information Systems for financial gain or for commercial or political purposes or to engage in illegal activity;

4. Spreading computer viruses, trojans or other malicious software;

5. Downloading, uploading, storing, sharing or printing files or messages that are in violation of ministry or school district policies or provincial/federal law;

6. Damaging or tampering with computers, computer systems or computer networks;

7. Accessing others' folders, work or files without authorization;

8. Use of others' passwords;

9. Hiding or disguising one's identity;

10. Accessing pornography;

11. Downloading copyright protected materials without authorization;

12. Installing unauthorized or unlicensed software.

STUDENT ACCEPTABLE USE

The Board of Education of School District No. 41 (Burnaby) provides students with access to its Digital Technologies and Information Systems for the purposes of furthering their education.

Students have access to, amongst other things, public websites, secure virtual classrooms, discussion boards, video files, digital pictures, audio files, library systems, e-mail, file storage, printing, encyclopaedias, wikis, blogs, texting, social media, and messaging tools.

In order to be issued access privileges to District Technologies and Information Systems all users must fill out District Technologies and Information Systems Acceptable Use Agreement for Students and Parents/Guardians. The district will endeavour to:

1. Ensure safe, orderly, and caring physical and digital learning spaces;

2. Impose guidelines on what students may see and do in digital environments; and

3. Inform parents/guardians of potential risks.

DIGITAL RESPONSIBILITY GUIDELINES

Digital Responsibility Guidelines apply to students and school personnel using District Technologies or technological devices within the school district.

Roles and Responsibilities of School Personnel

1. Keep all student information private.

2. Seek out content and digital tools that are of educational quality and that will help each student learn.

3. Provide opportunity for students to locate, critically evaluate, and use information via school-based technologies.

4. Model digital responsibility.

5. Follow copyright laws and acknowledge and respect the ownership of others for their creative works.

6. Promote an environment for students to feel safe, protected, and respected online within the realm of school and classroom activities and projects.

7. Facilitate student learning about appropriate behaviour online.

8. Report behaviour that is harmful, unsafe and/or inappropriate.

9. Monitor and supervise student use of district, school, and personally-owned devices including cell phones to ensure their use is digitally responsible.

Roles and Responsibilities of Parents/Guardians

1. Read and understand the Acceptable Use Policy, and review this policy with your child.

2. Know that district network-based services and technologies are intended for educational purposes.

3. Understand that it is impossible for the district to restrict access to all controversial materials.

4. Report behaviour that is harmful, unsafe and/or inappropriate.

5. Model digital responsibility.

Roles and Responsibilities of Students: DO

1. Use district and personally-owned devices and digital tools for educational purposes.

2. Follow copyright laws and acknowledge and respect the ownership of others for their creative works.

3. Keep your personal information (last name, home address, phone numbers, picture, passwords) private.

4. Respect the privacy of other students and adults.

5. Report uncomfortable, unsafe, or inappropriate behaviour or messages to your teacher or principal.

6. Treat others fairly and with respect.

7. Understand that digital tools such as e-mail, messaging, social networks, websites, wikis, blogs, texting are not guaranteed to be private.

DO NOT

1. Share your passwords.

2. Take and use someone else's identity (their name, password).

3. Falsify your identity.

4. Take pictures or videos of others and share them without their permission.

5. Hurt or mistreat others by what you create or share.

6. Harass, stalk, bully, threaten, insult, abuse, or attack others.

7. Damage computer systems, networks, digital tools or content.

8. Access secure information owned by others without their permission.

9. Use information or work of others as your own without their permission.

10. Use software programs that are not provided by the district or that are not free or purchased by you for your personally-owned device.

11. Use district or personally-owned devices for commercial, illegal, or malicious purposes.

12. Use district or personally-owned devices to operate file sharing services.

13. Access or distribute pornographic or obscene pictures, videos, audio or text.

14. Meet with someone you met online without your parent(s) or guardian(s) approving and going with you.

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