

<b>BOARD ADMINISTRATIVE PROCEDURE</b>	
<i>Administrative Procedure</i>	<i>Administrative Procedure Number</i>
<b>Student Acceptable Use of Technology</b>	<b>313 (NEW) 902 (OLD)</b>
<i>Directional Policy</i>	
<b>300: Student Achievement and Well Being</b>	

**TITLE OF ADMINISTRATIVE PROCEDURE:**

Student Acceptable Use of Technology

**DATE APPROVED:** April 3, 2018

**PROJECTED REVIEW DATE:** April 2023

**DIRECTIONAL POLICY ALIGNMENT:** Student Achievement and Well Being

**ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:**

The Student Acceptable Use of Technology Administrative Procedure supports our Vision for achieving Excellence in Catholic Education by ensuring the Board has clearly outlined the requirement for the acceptable use of technology for our students. The board is committed to creating a shared understanding and a systematic approach to the implementation of effective and responsible use of our technology systems. Technology is everywhere in our lives. This necessitates a collective effort and active engagement of our entire community, including students and parents, to ensure that technology use helps further our mission and strategic priorities.

# Strategic Priorities 2017-2020



## Vision

Achieving Excellence in Catholic Education  
LEARN • LEAD • SERVE

## Mission

To educate students in faith-filled, safe, inclusive Catholic learning communities by nurturing the mind, body and spirit of all.

### LEARN

Achieve excellence in instruction and assessment to enable all students to become reflective, self-directed, lifelong learners.

### LEAD

Foster critical thinking, creativity, collaboration, and communication, to enable all students to realize their God-given potential.

### SERVE

Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.

## ACTION REQUIRED:

The Peterborough Victoria Northumberland and Clarington Catholic District School Board (the “Board”) is committed to establishing guidelines and expectations regarding the ethical and responsible use of the Internet and Technology systems.

The Board will, from time to time and without prior notice to the student, access and/or monitor the Board’s Electronic Information Systems. Principals will be informed of any serious infraction of the Student Acceptable Use of Technology Policy. Disciplinary actions of a student will be handled in accordance with the discipline policies of the Board and the school, particularly the board’s Code of Conduct Administrative Procedure.

In our digital world it is imperative our students are well equipped to meet our Catholic Graduate Expectations and become effective communicators. This includes having the knowledge and skills to navigate social media and the internet in a safe, ethical and affirming manner. We know that access to technology can significantly deepen and enrich the learning opportunities for our students. The board is committed to providing digital citizenship resources for both staff and students that support the safe and responsible use of technology. These resources will be readily available on the board website.

Students will abide by the terms of the applicable Student Acceptable Use of Technology Agreement and refrain from unlawful activity. When choosing to use a Personal Network Device students will also abide by Policy 904 – Personal Network Devices. Failure to comply with the Student Acceptable Use of Technology Agreement may result in the loss of computer/network privileges, financial compensation to the Board, pursuance of criminal charges, and/or other disciplinary action consistent with the School Code of Behaviour, Board Code of Conduct, Board Policy, and/or the Education Act. Inappropriate use of technology that impacts on the school community may fall under the purview of this policy even if not on a school site (e.g. on a school bus).

**RESPONSIBILITIES:****The Board of Trustees is responsible for:**

- Ensuring alignment with the Student Achievement and Well Being Directional Policy.
- Reviewing the Student Acceptable Use of Technology Administrative Procedure as part of its regular policy and procedure review cycle.

**The Director of Education is responsible for:**

- Designating resources for ensuring the implementation and compliance with this Administrative Procedure.

**Superintendent of Learning/Innovation Technologies is responsible for:**

- Supporting technical innovation by overseeing the development of this acceptable use Administrative Procedure.

**Superintendents of Schools and System Portfolios are responsible for:**

- Supporting implementation of this Administrative Procedure.
- Promoting a culture of positive digital citizenship that reinforces our Catholic virtues

**Manager of Information Technology is responsible for:**

- Monitoring usage of the board's network systems.
- Establishing through school and community consultation internet filtering which protects students while maximizing educational opportunities.
- Providing digital citizenship and internet safety resources for staff and students.

**Principals and Vice-Principals are responsible for:**

- Notifying parents about the Student Acceptable Use of Technology Administrative Procedure
- Securing on an annual basis the signatures of each student and their parent/guardian on the appropriate Acceptable Use of Technology Agreement for their grade. An electronic acknowledgement of the agreement may also serve as the official record in lieu of a paper copy.
- Establishing the steps to be taken by students and staff to respond to the inadvertent access of inappropriate/illegal content on the internet
- Cooperating fully with Education Centre staff and local authorities in any investigation related to any illegal activities conducted through the technology systems of the Board.
- Ensuring that the provided digital citizenship training is completed by their staff and students.

**Staff are responsible for:**

- Ensuring that students understand the acceptable use of technology as part of an instructional plan
- Providing students with instruction on the appropriate use of the internet and protocols for use of electronic mail prior to using those tools.
- Providing students with digital citizenship instruction on an annual basis.
- Ensuring that the guidelines, resources and frameworks developed for board use of digital tools are followed.

**Students are responsible for:**

- Using available technology to further their educational goals and promote Catholic teaching.
- Reading and acknowledging the Student Acceptable Use of Technology Agreement appropriate for their grade on an annual basis. An electronic version of the agreement may also serve as the official record in lieu of a paper copy.

**Parents are responsible for:**

- Reading, supporting, and acknowledge by signing the Student Acceptable Use of Technology Agreement appropriate for their child's grade on an annual basis. An electronic acknowledgement of the agreement may also serve as the official record in lieu of a paper copy.

**PROGRESS INDICATORS:**

- Yearly completion of Student Acceptable Use of Technology forms by students and parents
- Student access of Digital Citizenship resources

**DEFINITIONS:**

- **Digital Citizenship** - Conduct oneself ethically, respectfully and in accordance with the rights, duties, and privileges of being a part of an online community.
- **Digital Tools** - Electronic tools that are used to help deliver instruction or for other classroom purposes. A movie maker app is an example of a digital tool that can be used to help students create a movie to help explain a concept they are learning.
- **School site** - land or premises or an interest in land or premises required by a board for a school, school playground, school garden, teacher's residence, caretaker's residence, gymnasium, school offices, parking areas or for any other school purpose.
- **Technology** - all forms of technology used to create, store, exchange, and use digital information in its various forms (data, audio, still images, motion pictures, multimedia presentations, and other forms, including those not yet conceived).

**REFERENCES:**

- [Catholic Curriculum Corporation - Ethical and Responsible Use of Information and Communication Technology](#)
- [Bill 13, Accepting Schools Act, 2012](#)
- [Student Achievement and Well Being Directional Policy - 300](#)
- [Personal Network Device Policy - 904](#)