



| <b>BOARD ADMINISTRATIVE PROCEDURE</b>                                       |   |
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| <i>Administrative Procedure</i><br><b>Student Digital Privacy</b>           | <i>Administrative Procedure Number</i><br><b>322<br/>(OLD) NA</b> |
| <i>Directional Policy</i><br><b>300: Student Achievement and Well Being</b> |   |

**TITLE OF ADMINISTRATIVE PROCEDURE:**

Student Digital Privacy

**DATE APPROVED:**

February 4, 2020

**PROJECTED REVIEW DATE:**

2025

**DIRECTIONAL POLICY ALIGNMENT:** This Administrative Procedure aligns with the purpose of the [Student Achievement and Well Being Directional Policy](#) by supporting a learning environment that is anchored in Gospel values, Catholic Social Teachings, and the Catholic Graduate Expectations in the context of digital tools used in our classrooms.

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

The Student Digital Privacy Administrative Procedure supports our Vision for achieving Excellence in Catholic Education by ensuring the Board provides a critical and responsible approach to the use of technology. The board is committed to creating a systematic approach to the implementation of technology that results in the effective and responsible use of our technology systems, is equitable, and ensures a shared understanding of our policies.



## 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 acknowledges the ever-widening and deepening of our students’ digital footprints. Even before they are born in some cases, their images and personal information are readily available digitally. From social media, to texting, to the Internet, the privacy of student information and their own understanding of this reality are paramount.

For generations, teachers and administrators have accompanied their students on trips and excursions that take them into the world. In a similar fashion, when students foray into the Internet, we must continue to accompany them, educate them about its benefits and risks, and provide them with the tools for critical reflection that allow them to make good decisions about their use. A student’s digital footprint exists for a lifetime. From awareness building to critical thinking, to taking proactive privacy measures, the Board

is committed to supporting student learning in environments that safeguard the privacy of students.

The Board requires classroom teachers to complete the lessons in the [Digital Privacy Scope and Sequence](#) in order to support students, staff, and administration in safeguarding the privacy of students in PVNC and to provide them with the means, information, and skills necessary to work in a digital environment. Teachers will only use apps that have been [approved by the Board](#) and only use third-party apps for which they have secured approval from their Principal and the Board, and, when required, informed consent from parents/guardians.

### **RESPONSIBILITIES:**

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

- Ensuring alignment with the Student Achievement and Well Being Directional Policy.
- Reviewing the Student Digital Privacy 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 (Information Technology) is responsible for:**

- Supporting technical innovation, equitable access to technology, and student privacy by overseeing the development of this 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 understanding that “communication is part of God’s plan for us and an essential way to experience fellowship.” (Pope Francis, 2018)

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

- Overseeing the development and revision of digital privacy resources for staff and students.
- Monitoring and supporting staff and students in the areas of digital privacy and personal information.

- Centrally approving 3rd Party Applications (e.g. Google Suite for Education) and processing requests for review of 3rd Party Applications.

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

- Notifying students, staff, and parents about the Digital Privacy and Citizenship Administrative Procedure.
- Monitoring the use of third-party applications by teachers in their schools.
- Establishing and ensuring the Digital Learning Scope and Sequence steps for students and staff who use technology in the context of learning.

**Staff are responsible for:**

- Using the Digital Learning Scope and Sequence steps for all grades - Kindergarten to Grade 12 prior to students encountering and using technology in the context of learning.
- Only using apps that have been approved by the Board and only using third-party apps for which they have secured approval from their Principal and the Board, and, when required, informed consent from parents/guardians.

**Students are responsible for:**

- Using the resources and best practices provided to them to understand, protect, and curate their digital footprint as global learners and effective communicators.
- Completing the [Digital Privacy Scope and Sequence](#) under the direction of their classroom teacher.
- Reading and acknowledging, on an annual basis, the Student Acceptable Use of Technology Agreement.

**Parents are responsible for:**

- Reading, supporting, and acknowledging, on an annual basis, the Student Acceptable Use of Technology Agreement and other agreements that acknowledge the use of third party applications that may collect the images or personal information provided of their children. An electronic acknowledgment 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
- Yearly completion of signed consents that indicate parental knowledge of third-party information sharing.
- Student access of Digital Citizenship resources.
- Pre and post assessment for each grade.

**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).
- **Third-party App** - an application that is developed by a party other than the School Board and has not been explicitly approved for use by students and staff.

**REFERENCES:**

- [Student Acceptable Use Administrative Procedure](#)
- [Student Digital Privacy Scope and Sequence](#)
- [Message of His Holiness Pope Francis for World Communications Day, January 24, 2018](#)
- [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 \(New AP 314\)](#)