Title of Administrative Procedure:

Student Acceptable Use of Technology

Date Approved:

June 25, 2024

Projected Review Date:

2029

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. This Administrative Procedure reflects the pillars of Being Community and Being Well. 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.

PVNCCDSB Board Vision, Mission and Strategic Priorities

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 Administrative Procedure 909 -Code of Conduct. 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 Administrative Procedure 314 – 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.

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.

Superintendent of Information Technology (or designate) is responsible for:
- Supporting technical innovation by overseeing the development of this acceptable use Administrative Procedure. 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 Board 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.
- Supporting staff to ensure that students' personal mobile devices are not being accessed during the class time as outlined in PPM 128 and appendices A and B.
- Creating and sharing out a plan for the storage of personal mobile devices.

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.
- Collecting personal mobile devices for the instructional day if they are accessed during class time.
- Supporting the Principal in the creation, sharing out, and implementation of the Principal's plan for storage of personal mobile devices.

Students are responsible for:
- Using available technology to further their educational goals and promote Catholic teaching.
- Using technology in a way that is not detrimental to others, appropriate to our Catholic learning environment, and is supportive and inclusive of their own well-being and that of others.
- 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.
- Having personal mobile devices stored out of sight and turned off or set to silent during class time as outlined in PPM 128 and appendices A and B.
- Following of the school plan for storage of personal mobile devices.

Parent(s)/Guardian(s) are responsible for:
- Reading, supporting, and acknowledging 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 to 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.

- **Personal Mobile Device** - is a device that is both portable and capable of collecting, storing, transmitting or processing electronic data or images. Examples include laptops, tablet PCs, personal digital assistants (PDAs), smart watches and "smart" phones. This definition also includes storage media, such as USB hard drives or memory sticks, SD or CompactFlash cards, and any peripherals connected to the device.

- **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:

- Accepting Schools Act, Bill 13, 2012
- Administrative Procedure 314– Personal Network Devices
- Appendix A - Student Acceptable Use of Technology (Kindergarten - Grade 6)
- Appendix B - Student Acceptable Use of Technology (Grade 7 - Grade 12)
- Directional Policy 300- Student Achievement and Well-Being
- Catholic Curriculum Corporation - Ethical and Responsible Use of Information and Communication Technology - Kindergarten – Grade 6
- Catholic Curriculum Corporation – Ethical and Responsible Use of Information and Communication Technology - Grade 7-12
- PPM 128 - The Provincial Code of Conduct and School Board Codes of Conduct