

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD  
POLICIES AND PROCEDURES  
SECTION B: ADMINISTRATION**

<b>RESPONSIBLE USE OF TECHNOLOGY</b>	<b>POLICY</b>
<b>EFFECTIVE:</b> 2013 04 23	

**POLICY STATEMENT:**

The St. Clair Catholic District School Board recognizes the important role of information, communications and computer technology to student learning and to assist staff to carry out their assigned responsibilities effectively. The Board requires that all technology be used in ways that are consistent with the teachings of the Catholic Church and that affirm the dignity of all.

**POLICY GOALS:**

This policy will:

1. Apply to all trustees, administrators, academic and support staff, students, parents, volunteers, visitors and persons associated in any way with the St. Clair Catholic District School Board, in relation to all Board computer equipment and networks and/or personal devices, while on Board property; or in relation to Board business or Board-related activities not on Board property (i.e. field trips, sports events, etc.); or any conduct or activity using technology which affects the moral tone of the school;
2. Provide visitors, students, school-based and administrative staff a principled framework which clearly defines expectations for the respectful, ethical, morally responsible and effective use of information, communications, collaboration and computer technology; including computers, database/records systems, networks, software, email system, voicemail, fax transmission and use of and access to the intranet and the internet at the Board; in a manner which complements, enhances and achieves the Board's educational objectives and reflects its Mission and Vision;
3. Set expectations regarding the use of web-based resources;
4. Set expectations for teaching staff as overseers of students in their use of technology;
5. Set out the conditions for acceptable use of social media and electronic communications by members of staff, including in respect of communications with students, whether or not the Board's technology is used;
6. Define the process required for students to obtain access to Board networks and to safely and responsibly use technology in their studies; and
7. Provide direction when inappropriate use of technology or web-based resources has been discovered or identified.

**DEFINITIONS:**

**Cyber bullying:** bullying by electronic means, including:

- a) Creating a web page or a blog in which the creator assumes the identity of another person;

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- b) Impersonating another person as the author of content or messages posted on the intranet/internet; and
- c) Communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals. (Policy/Program Memorandum No. 144, released by the Ministry of Education, December 5, 2012)

**Devices:** references to electronic devices include current and emerging technologies such as netbooks, notebooks, desktop computers, tablets, iPads®, iPods®, cameras, cell phones, smart phones, BlackBerry®, audio/video equipment and all other devices that are capable of recording, storing, processing, communicating and/or transmitting information, images or sound digitally.

**Informed Consent:** means consent provided by an individual after he or she has been made aware of exactly how information, including images, school work, etc., may be collected, used or disclosed including where it will appear and for how long. Informed consent provides as much information as possible.

**Network:** means the Board's technology networks and includes all related systems.

**Network Users:** includes trustees, administrators, academic and support staff, students and parents, visitors, volunteers and persons associated in any way with the St. Clair Catholic District School Board.

**Netiquette:** a protocol of accepted and approved customs for technology users, which includes but is not limited to the list below. Users must:

- a) be polite in all communications;
- b) use appropriate language (no profanity, bullying, harassing or threatening language);
- c) be cautious in giving out personal information, whether of the user's or of any other person;
- d) **not** use the Network in such a way that you would disrupt the use of the Network by other users;
- e) **not** include any inappropriate information or confidential information in email communication whether of the user's or of any other person;
- f) **not** make or transmit any communication in contravention of applicable laws (e.g., copyright, privacy, anti-spam); and
- g) **not** transmit any files, information or materials designed to tamper with data or Networks maintained by the Board or any other person.

**Personal Information:** includes all images, including photographs, digital images, postings on the Internet, films, and video recordings, as well as an individual's name, address and school work.

**PED:** a personally-owned electronic device.

**Social Network:** An electronic community maintained on websites and accessed through the Internet or through web-based accounts or other type of internet account. (A social Network does not include any school or Board related site, wiki or blog approved by the Principal)

**Staff:** includes principals, teachers and support staff, supervisors, superintendents, managers and all other employees of the school or the Board.