



APPROPRIATE USE OF DIGITAL MEDIA AND PERSONALLY-OWNED DEVICES

Background

The Division permits its students to access internet services using devices provided by the Division and/or personally-owned devices. The Division expects responsible and appropriate use of digital media, computer technology, personally-owned devices, and internet services.

Procedures

1. Roles and Responsibilities

1.1 Division

1.1.1 Have and communicate an administrative procedure on the student use of digital media, computer technology, personally-owned devices, and internet services.

1.1.2 The Division will provide a PowerSchool Parent Portal where an Appropriate Use Agreement will be found for parents or guardians to review and accept.

1.2 Principal

1.2.1 Communicate the Appropriate Use of Digital Media and Personally Owned Devices Administrative Procedure to staff, students, and parents.

1.2.2 Ensure all parents acknowledge an applicable consent form prior to access to digital media, computer technology, and internet services provided by the Division.

1.2.3 Have a plan in place for staff digital citizenship professional learning and digital citizenship education for students.

1.2.4 Review digital media procedures.

1.3 Teacher/Staff

1.3.1 Review Administrative Procedure 140 - Appendix – Appropriate Use Expectations.

1.3.2 Review responsibilities with students before they are granted the use of personally-owned devices, digital media, computer technology, and internet access in the classroom.

1.3.3 Provide an appropriate level of supervision and digital citizenship instruction to ensure that the Division procedures are followed.



1.4 Parent/Guardian

- 1.4.1 Be aware of the consequences set out by the Division for unacceptable and inappropriate use.
- 1.4.2 Authenticate on the PowerSchool Parent Portal then review and accept the Terms and Conditions of the Appropriate Use Agreement on behalf of their child(ren).
- 1.4.3 Report misuse of Division digital media, personally-owned devices, computer technology, and internet services to the teacher and/or school administrator.

1.5 Student

- 1.5.1 Report misuse of Division digital media, personally-owned devices, computer technology, and internet services to the teacher and/or school administrator.
- 1.5.2 Student use of division resources shall be consistent with the following Administrative Procedures:
 - a. Administrative Procedure 160 – Safe and Caring Schools
 - b. Administrative Procedure 170 – Harassment
 - c. Administrative Procedure 171 – Bullying and Threatening Behavior
 - d. Administrative Procedure 350 – Student Conduct
 - e. Administrative Procedure 140-1 – Appendix - Appropriate Use Expectations
 - f. Administrative Procedure 140-2 – Appendix – Social Media Guidelines

2. General

- 2.1 In the event of student inappropriate use, the principal may take cautionary or disciplinary action.
- 2.2 In the event of staff inappropriate use, the superintendent may take action according to the Education Act and Regulations.

Reference: Section 31, 32, 33, 52, 53, 196, 197, 222 Education Act
Freedom of Information and Protection of Privacy Act
Canadian Charter of Rights and Freedoms
Canadian Criminal Code
Copyright Act
ATA Code of Professional Conduct