

Acceptable Use of Digital Technology Procedures Manual 318-A



Category:	Administration
Administered by:	Superintendent Responsible for Information Technology
First Adopted:	Apr 2000 (Policy 511)
Revision History:	Apr 2004 (renumbered Policy 318), Feb 2014
Next Review:	As required or 2018-19 School Year

1. General

- 1.1 These procedures set out the responsibility of the Board, schools and users of digital technology. Also included are unacceptable uses and consequences for inappropriate use.

2. Definitions

- 2.1 There are no definitions in these procedures.

3. Responsibilities of the School Board

It is the role of the Upper Grand District School Board to:

- 3.1 provide network connectivity access to all schools and administrative offices.
- 3.2 provide and update, as deemed necessary, appropriate guidelines for digital technology.
- 3.3 develop and provide an Acceptable Use of Digital Technology Staff Handbook and make it available to all staff and provide student users with instruction in the proper use of digital technology.
- 3.4 retain the right to determine whether use should be limited or revoked.
- 3.5 make this policy and procedures available to all users.
- 3.6 reserve the right to remove all hardware, software and content from Board technologies.
- 3.7 reserve the right to monitor network activities.

4. Responsibilities of the School

It is the responsibility of all Upper Grand schools to:

- 4.1 provide student users with instruction in the proper use of digital technology.
- 4.2 respond to the abuse of digital technology in a manner consistent with the school's Code of Conduct and Board policies and procedures.

5. Responsibilities of the User

It is the responsibility of users of digital technology to:

- 5.1 use digital technology in support of education research or Board business.
- 5.2 be responsible for his/her own actions.
- 5.3 respect the privacy of others.
- 5.4 adhere to standards of courtesy and behaviour consistent with this policy and procedures in conjunction with the school's Code of Conduct and Board policies and procedures.
- 5.5 report to a teacher (student), supervisor (staff) or Chair of the Board (trustees) the inappropriate use of digital technology.
- 5.6 accept responsibility for the security of his/her own access or user identification.
- 5.7 be responsible for his/her exploration of content and services using digital technologies and be subject to the consequences of the school's Code of Conduct and Board policies and procedures.

6. Unacceptable Uses

Users will not:

- 6.1 violate any local, provincial or federal statute.
- 6.2 use Board-provided equipment and/or services for any unauthorized commercial or illegal activity.
- 6.3 transmit, post or download digital content or software in violation of Copyright laws.
- 6.4 plagiarize another person's intellectual property.

- 6.5 use another person's intellectual property without his/her prior approval or proper citation.
- 6.6 engage in any form of harassment or bullying (i.e. cyber-bullying see Policy #503 Safe Schools and Policy #408 Harassment in the Workplace).
- 6.7 attempt to violate security or gain unauthorized access to any digital system.
- 6.8 intentionally disable or damage the property of the Board or other person.
- 6.9 connect any personal device or non-Board approved equipment onto the Board's wired networks at any time or for any reason (see the Acceptable Use of Digital Technology Staff Handbook).

7. Consequences

- 7.1 Based on this policy and the Acceptable Use of Digital Technology Staff Handbook, school and Board administrators and supervisors, with appropriate consultation, will decide whether technology has been used inappropriately. If deemed inappropriate, Board administrators and supervisors will determine the consequences and discipline. These may include loss of technology privileges, and/or other consequences consistent with the school's Code of Conduct and Board policies and procedures.
- 7.2 Certain breaches of this policy may constitute an offence under Canada's Criminal Code and other applicable legislation. Where appropriate, offences of this nature will be reported to police and dealt with accordingly.

8. Disclaimer

The Upper Grand District School Board is not responsible for:

- 8.1 the appropriateness, reliability or the quality of non-Board information accessed through any digital technology.
- 8.2 warranties of any kind, either expressed or implied, that the functions of the services provided through the system will be error free or without defect.
- 8.3 any damages suffered by a user, which include but are not limited to, loss of data.
- 8.4 loss or damage to personal technologies.