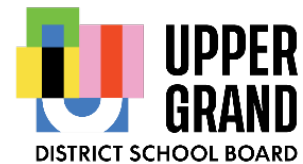


# Responsible Use of Digital Technologies Policy 318



<b>Category:</b>	Administration
<b>Administered by:</b>	Superintendent Responsible for Information Technology
<b>First adopted:</b>	Apr 2000 (Policy 511)
<b>Revision History:</b>	Apr 2010 (renumbered as Policy 318), Feb 2014, April 2019, June 2022
<b>Next Review:</b>	As required or 2023-24 school year

## 1. Policy Statement

It is the policy of the Upper Grand District School Board to provide safe and secure digital technologies for educational and board business applications. The primary purpose of this policy is to support the educational experiences of students through enabling learning opportunities, to enhance business operating efficiencies for administrative purposes, and comply with relevant legislation.

## 2. Details

- 2.1 It is the responsibility of the superintendent responsible for information technology to administer this policy.
- 2.2 It is the responsibility of principals and supervisors to implement this policy.
- 2.3 It is the responsibility of all users, including but not limited to, students, staff, trustees, guests and school volunteers, to comply with this policy and procedures.
- 2.4 The board has the right to audit, investigate, conduct e-discovery and monitor accounts for appropriate use.
- 2.5 Board administration and Information Technology senior management are responsible for monitoring user activity and content on any board networked system.
- 2.6 Inappropriate use of board technology may result in the following consequences:

- a. Partial or full suspension of access of the people involved while the incident is being investigated.
  - b. Confiscation of hardware or information to preserve the state of files and any materials relevant to an investigation.
  - c. Appropriate disciplinary measures, up to and including dismissal.
  - d. Legal action and prosecution by the relevant authority.
- 2.7 Activities of a criminal nature will be turned over to the local police department for further investigation and action as deemed necessary.

### 3. References

This policy operates in conjunction with:

- [Education Act](#)
- [Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)](#)
- [Personal Health Information Protection Act \(PHIPA\)](#)
- [Copyright Act](#)
- [Accessibility for Ontarians with Disabilities Act \(AODA\)](#)
- [Personal Information Protection and Electronic Documents Act \(PIPEDA\)](#)
- [Working for Workers Act, 2022](#)
- [Policy 103 Trustee Code of Conduct](#)
- [Policy 203 Video Surveillance](#)
- [Policy 213 Code of Conduct](#)
- [Policy 312 Website and Social Media Management](#)
- [Policy 315 Privacy Protection and Information Access](#)
- [Policy 316 Records and Information Management](#)

- [Policy 321 Copyright – Fair Dealing](#)
- [Policy 408 Harassment in the Workplace](#)
- [Policy 418 Employee Ethics](#)
- [Policy 503 Safe Schools](#)
- Other related provincial and federal statutes and board policies
- [Digital Citizenship in the UGDSB](#)
- The Responsible Use of Digital Technologies Staff Handbook
- School Codes of Conduct