

<b>Effective Date</b>	<b>October 2, 2000</b>
<b>Revision Date</b>	<b>March 6, 2017</b>
<b>Review Year</b>	<b>2020</b>

**Background/Purpose:**

The Board of Directors recognizes the key role that technology plays in teaching, learning, and research and is committed to ensuring that staff and students have access to the necessary resources and support.

All students and staff will have access to technologies appropriate to their educational needs. These technologies will be at the forefront of innovation and will support our students as 21st century learners, allowing them to thrive in an interconnected global society.

**Policy Statement:**

Access to technology is a privilege which imposes certain responsibilities and obligations on users. Use of these resources is subject to school policies and local, provincial, and federal laws. All users of these resources must act responsibly and comply with the specific guidelines and policies governing their use.

**Guidelines:**

1. Any digital communication sent or received over the school’s system (including records of a personal nature) are records under the custody and control of the Board.
2. Prior to publishing a student’s picture on the internet the school must obtain a parent release authorizing publication.
3. All records in the system are subject to the provisions of the FOIP Act and as such, may become the subject of a FOIP request. All persons are prohibited from willfully destroying any records with the intent to evade a request for information.
4. End users are responsible to print paper copies that have an on-going legal, fiscal audit, administrative or operational purpose and subsequently file them in the school’s existing manual filing system.

While users have the right to a reasonable expectation of privacy, the school will:

- a. use software to restrict access to certain sites on a best efforts basis and to generally monitor sites visited.
  - b. authorize secret monitoring or search where there is just cause; for example, where there is evidence of illegal activity or violation of the Board’s Responsible Use policies.
  - c. require teachers to reasonably monitor student activity on the internet at school.
5. Users are required to respect all copyright laws.
  6. Users must exercise acceptable behaviour and understand the security risks associated.
  7. Guidelines will be developed for internet use for students and the Board will approve guidelines for staff and students. Each year, all students utilizing the school’s technology services will be required

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to sign these guidelines and by doing so, will agree to be bound by those guidelines. Parents will be required to co-sign with their children.

8. Consequences for not following the guidelines range from warning to removal from the system to possible disciplinary action.

**Accountability:**

Monitored annually by the Superintendent and on a five year cycle by the Board of Directors in accordance with the annual work plan.

**References:**

*AR 7040 Technology Policy*