



Responsible Use of Technology - Students

Background

KTCEA believes that technology can enhance student learning opportunities by providing access information world-wide. Students are therefore encouraged to use technology; however, it is considered to be a privilege and not a right. Students may use KTCEA technology, and may use their own devices for school purposes, as long as they use them responsibly.

Guidelines

KTCEA will maintain safe, respectful learning environments while providing student access to technology and allowing for the use of personal electronic devices.

KTCEA will monitor all users of its technology, including any personal devices that are connected to its network, in order to maintain student safety and to keeps its technology systems secure.

Use of KTCEA computers, networks, and accounts must be ethical, respectful, academically honest, and supportive of a suitable learning environment.

Users of KTCEA technology have no expectation of privacy in anything they create, store, send, delete, receive, or display when using computers, networks, or devices belonging or connected to the KTCEA network, its technology systems or accounts.

KTCEA may, without notice, monitor, track or log network access, communications, and use. KTCEA may access, review, copy, store, delete or disclose the contents of any user file regardless of medium and the content of electronic mailboxes and system outputs (including printing) for any lawful purpose, such as maintaining system integrity, security of functionality, ensuring compliance with policy and applicable laws and regulations, protecting KTCEA from liability and complying with records requests.

| # | Procedure | Roles & Responsibilities |
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| 1. | Students using KTCEA technology will review the Responsible Use of KTCEA Technology document. | Students |
| 2. | KTCEA reserves the right to monitor all student content created, transmitted or stored within its technology and information systems, including its network, Email and social media accounts, and software/applications that are considered to be KTCEA property by means of license or direct purchase. | Superintendent |
| 3. | KTCEA reserves the right to monitor all student internet activity accessed via its technology, or any personal devices connected to its technology systems. This includes personal devices that are near KTCEA school grounds or facilities. | Superintendent |
| 4. | Responsible use of technology encompasses the following actions | Students |

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| | <p>or behaviors:</p> <ul style="list-style-type: none"> 4.1 Demonstrating self-respect and self-protection; 4.2 Taking responsibility for actions when posting or viewing online materials; 4.3 Following appropriate online etiquette, including not placing major loads on system bandwidth or storage space; 4.4 Respecting and protecting others by obtaining permission before sharing or posting any information or posting any pictures of other persons, or before sharing any group work or a group photo; 4.5 Acknowledging that technology and particularly social media are extensions of the classroom, and therefore the same behavioral expectations are in place on electronic platforms as they are in physical classroom settings; 4.6 Acting as ambassadors of KTCEA while using social media throughout the year. | |
| 5. | Misuse of technology could result in access being denied and could result in further disciplinary actions. | Students, Superintendent |
| 6. | <p>The following actions or behaviors are considered misuse of technology and are strictly prohibited:</p> <ul style="list-style-type: none"> 6.1 Using technology for personal entertainment including gaming; 6.2 Downloading or introducing any gaming software, music, photographs, or films for personal use; 6.3 Hacking or attempting to gain unauthorized access to other computer systems or accounts; 6.4 Reading, altering, changing, blocking, executing or deleting files or communications belonging to another user; 6.5 Using another person's logon credentials or password; 6.6 Using technology for theft, slander, libel, racism, defamation, sexual or other harassment, stalking, identity theft, online gambling, spamming, impersonation, intimidation, spreading malware or computer viruses, plagiarism or copyright infringement; 6.7 Copying, destroying or altering KTCEA-owned documents, data or information, or any program applications; 6.8 Repairing, modifying, reconfiguring or otherwise altering any component, piece of equipment, device or system; 6.9 Downloading unreasonably large files that could impair other's usage; 6.10 Engaging in online activity or social media in ways that could discredit or bring disrepute or litigation to KTCEA; 6.11 Disclosing to any other person a password or the passwords of others; 6.12 Allowing another person to log into KTCEA technology. | Students |

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| 7. | <p>7.1 Students are permitted to use personally-owned technology and devices for their programs of study, subject to:</p> <p>7.2 The user being connected to KTCEA technology and systems rather than their own data plans or LTE Network;</p> <p>7.3 Acknowledgement and acceptance that the security, care and maintenance of personally owned technology are the responsibilities of the owner; and correspondingly that KTCEA is not responsible for the loss, theft or damage of personally owned technology.</p> | Students |
| 8. | To support responsible use of technology, students have a duty to report violations or breaches of this administrative procedure to their teachers. | Students |

Definitions:

Technology means “KTCEA-owned electronic equipment, communications network and servers, devices and systems, email and social media accounts, digital programs and associated applications that are owned or licensed by KTCEA including any data and content therein, as well as any personal electronic equipment, devices or social media platforms that are used on or near KTCEA schools and facilities or on school days.”

User means “any individual permitted to access and use KTCEA technology, including KTCEA students, staff, contractors and authorized volunteers.”

Social media refers to “electronic access to and use of blogs, personal websites, RSS feeds, postings on wikis and other interactive sites, such as, but not limited to: Facebook, Blogger, Twitter, Instant Messaging, and postings on video or picture-sharing sites and elsewhere on the internet.”

Staff means full and part time employees, and can include contractors and service agents.

References:

Policy 3 – Respectful, Caring and Safe Schools and Workplaces

Policy 13 – Technology and Student Information

Canadian Charter of Rights and Freedoms

Canadian Criminal Code

Copyright Act

AP 140B Responsible Use of Technology - Staff

AP 660 Social Media

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Facilities & Operations