DIGITAL RESPONSIBILITY FOR STUDENTS

Background

Students are provided access to technology and a wide variety of instructional and learning resources. The Board of Education for School District No. 43 (Coquitlam) (the Board) views the safe and effective use of technology to be essential for supporting, enhancing, and transforming learning for students. The Board considers technology to be a key component in accomplishing our vision, "Learning without Boundaries: Success in Life for All", for our students.

In this Administrative Procedure, "technology" refers to District technology or technologies, including the District Network, Digital Services and Digital Content. It also includes the use of personal technology when accessing District technology and services, regardless of whether at or outside of school. Use of any technology, personal or District, at or outside of school, must be consistent with the relevant standards of conduct expected of a student of the School District.

Procedures

Students use technology that is provided by their school or themselves to access and use a variety of Digital Services provided by their school, the District, and external Internet sites. Students use technology to perform research, create Digital Content, to communicate, collaborate and share, and to complete their educational assignments.

Regardless of the type of technology used or its ownership, and whether access is from within or from outside their school, failure to comply with these procedures may lead to student discipline, limitations on their network access privileges, and potentially suspension.

1. The District's Network is a shared resource and must be used in moderation. From time to time, students may be asked to limit their use to enable other high priority processes.
2. Students must be authorized to access District Technology and Digital Content.
3. Students are not to use District Technology for any commercial or personal business purpose.
4. Limited personal use of technology during school is acceptable as long as it does not interfere with the learning or work of the student or others.
5. Students should not expect privacy when creating and accessing Digital Content stored on District Technology. In addition, Digital Content sent across District Networks is subject to monitoring, inspection, audits, and access at any time, without notice, if misuse is suspected or for administrative purposes.
6. The Board has final say for what purpose its technology is to be used.
7. Parent permission is required to publish student personal information such as full name, age, grade, e-mail or home address on any publicly accessible (not password controlled) Digital Service.
8. If a student mistakenly accesses inappropriate Digital Content while at school, they should immediately inform their teacher or school Principal.

When using technology students are expected to…

1. represent and conduct themselves in accordance with school codes of conduct and expectations.
2. never impersonate, pose as another person, or falsify their identity in any way.
3. use a polite and respectful tone in all communications and not use speech or expression that is inappropriate including but not limited to speech or expression which is profane, disrespectful, slanderous, racist, sexist, libelous, insulting, threatening, hateful, discriminatory, harassing or bullying.
4. never access or distribute any pornography, offensive, or illegal material.
5. ensure that all Software and Digital Content installed and accessed is authorized and appropriately licensed.
6. use District Technology resources in moderation and in consideration of the needs of others.
7. ensure that student owned technology is protected from computer viruses, Trojan programs, or other malware infections of all types.
8. maintain and respect the security, privacy, and integrity of Digital Content deemed by their school to be personal, confidential, or protected and not copy, access, or circulate this material without authorization.
9. protect the identity, privacy, and safety of themselves, staff, and other students.
10. not take or share pictures, or record or share videos of others without permission (required from parents for persons younger than 19).
11. never agree to meet with a contact they have only met through using technology.
12. never attempt to vandalize District Technology or harm or destroy the Digital Content of other persons, the District, or any agencies or other Networks that are connected to the Internet.

When using District Electronic Mail (email) services, students are expected to…

1. not forward or print messages received to other users if specifically stated in the message not to unless necessary appropriate conduct or to protect the health or safety of any person.
2. never send solicitation messages for the intent to provide or sell a product or service.
3. never send messages considered to be inappropriate, junk mail, spam, chain e-mail, or a pyramid scheme.

When using Social Networking, Collaboration, Blogging, Media sharing tools, in relation to their role, students are expected to…

1. use appropriate and respectful User Profile pictures, descriptions, and other information to represent themselves and others.
2. never identify their age, phone number, or home address in User Profiles or in communications or content created using Digital Services.

When using District authorized Network Accounts, students are expected to…

1. be personally responsible for all activity that occurs within their Network Account.
2. keep their passwords private and out of view of others and never share their passwords with another person other than their parent.
3. logoff or password lock their Computer or Mobile Device when not actively using it.

Role and Responsibility of Staff Supporting Students
(NOTE: this section also included in AP 140.1)

Principals, teachers and educational support staff are responsible for monitoring and supervising the work and conduct of students including authorizing, overseeing, and ensuring their students' responsible use of technology and Digital Content. The following are examples of specific responsibilities of staff:

1. Ensure that students and parents read, understand, and comply with this Administrative Procedure, and accept their responsibilities, and that parents have provided permission before their child is given access to District Technology and Digital Content.
2. Ensure that student use of Digital Services complies with stated Terms of Use requirements unless parents have agreed to exceptions such as overriding age restrictions.
3. Ensure that informed consent in writing is obtained from parents where use of Digital Services involves the provision or storage of personally identifiable information about students (i.e., marks or other personal data, age, last name, phone number, address) in a Digital Service that stores data outside of Canada as defined in section 30.1 of the BC *Freedom of Information and Protection of Privacy Act.*
4. Ensure that parents have provided permission for their child before texts, pictures, videos, or audio recordings of students or their work are published on Digital Services.
5. Model responsible use of technology and Digital Content.
6. Address online behavior that is harmful, unsafe and/or inappropriate using established student discipline procedures.

Role and Responsibility of Parents

As part of supporting their child's school experience, parents are expected to:

1. Understand your child's responsibilities for using District technology.
2. Be aware of the activities of your child when using technology away from school.
3. Engage with your child in discussions around the appropriate use of technology at school and in the community.
4. Model expected behaviors when using technology within the school community.

Definitions and Glossary

Blog: a type of Digital Service for writing and posting articles or other Digital Content for the purpose of sharing and conversing with others; includes the ability to create a User Profile

Computer: a machine, typically in the form of a desktop, laptop, Network, tablet, or slate used by people to create, input, access, view, and share Digital Content

Digital Service: Network service such as interactive websites, electronic mail, online database, filing system, student information system, business information system, wiki, blog, discussion board, bookmarking and tagging, presentation sites, Digital Content storage, etc.

Digital Content: any data or files stored on or accessed with Computers and Mobile Devices

Discussion Forum, or Board: a type of Digital Service designed to support online conversations in the form of (primarily) text-based messages; often includes the ability to create a User Profile

Intranet or Portal: a type of Digital Service provided by the District to give employees a private and secure online space to work with Digital Content that requires a Network Account and password to gain access

Internet: the global public Network outside of the District's control that includes all forms of Digital Services and Digital Content accessible for free or for a fee

Mobile Device: a handheld or pocket-sized Computer or cell / smart phone that is usually connected to a Network and typically includes a display screen, usually with touch input or a small keyboard

Network: collection of Servers, Computers, and Mobile Devices connected through various transmissions medium to facilitate digital communications among people and Digital Services

Network Resource: a Computer, Server, or transmission bandwidth

Network Account: a credential consisting of a unique identity and a secret password that grants access to Network Resources, Digital Services, and Digital Content based on established access rights and permissions

Server: a specialized Computer used to deliver one or more Digital Services and to store Digital Content

Social Network: a type of Digital Service that connects (e.g., "friending", following) people to one another for the purpose of posting and sharing knowledge, information, and to encourage learning; often includes the ability to create a User Profile and to upload Digital Content for sharing purposes

Social Bookmarking: a specific form of a Social Network to facilitate bookmarking (tracking) and sharing with others (publicly) of websites through the use of tags or keywords; includes the ability to create a User Profile and to follow other user's bookmarking activities

Software/Apps: the instructions and programming operating inside Computers, Servers, and Mobile Devices to enable them to perform the functions they are designed for

User: person authorized to access District and Internet Networks from District and external sites

User Profile: many Digital Services include the ability for the user to create a profile that may include one or more of their full name, a picture, a biography, links to their websites, their email addresses, and other personal information

Video, Audio, Photo, Image (media), and Presentation sharing: specific forms of Social Networks that support the uploading and sharing of Digital Content, specifically video, audio (podcast), photo, image, and presentation files; often includes the ability to create a User Profile

Wiki: a type of Digital Service that supports collaborative creation and editing of webpages and Digital Content by authorized users; often includes the ability to create a User Profile