Administrative Procedure 140

ACCEPTABLE USE OF TECHNOLOGY

Background:

Lloydminster Public School Division provides a secure, equitable networked computer system, including access to the Internet, to promote educational excellence, to increase alternate sources of information, to promote resource sharing, to further innovation in instruction and communication, and to prepare students for their future, while recognizing the need to balance risk and responsible use of technology.

The use of technology at LPSD is predicated on the principles of responsible use and digital citizenship, guided by the Saskatchewan Ministry of Education's "Digital Citizenship in Education in Saskatchewan Schools" policy planning guide.[1] (2015). The internet is vast and continually evolving, and with responsible use, offers countless learning opportunities.

Definitions:

For the purposes of this Administrative Procedure:

1. **Technology** refers to all hardware, software, and network systems of and linked to the Division, including but not limited to still and video cameras, DVD players, phones, communication devices, computer and network systems, printers, scanners, email systems and Internet access.

2. **Lloydminster Public School Division Network** includes all hardware, software, data, communication lines and devices, printers, servers, desktop computers, E-mail, the Internet, and local school wired and wireless networks.

3. **User** refers to all employees, trustees, contractors, interns, students, and volunteers using Division Network and IT equipment.

Guidelines:

LPSD has provided all students and staff with individualized accounts and passwords to access computer and online services in support of instructional and administrative activities. The files associated with the user account are property of LPSD and may be shared or transferred when the user leaves the organization.

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[1] http://publications.gov.sk.ca/documents/11/83322-DC%20Guide%20-%20ENGLISH%201202.pdf

All users are advised that any matter created, received, stored in or sent from the division's network or Email system is not necessarily private and all material is subject to the LAFOIPP legislation of Saskatchewan.[2]   Supervisors seeking access must send a written request to the Help Desk to obtain access to the account. All requests submitted to the Help Desk will be forwarded to the Manager of Information Technology, and Director of Education for approval.

Procedure:

1. Responsible use of computing technology, networks, and online services include:
    1.1. Learning activities that support instructional objectives;
    1.2. Operational activities that are components of a user's day-to-day work;
    1.3. Research supporting educational programs sponsored by the Division;
    1.4. Communications between staff, students, parents and others outside of the Division containing messages or information, the content of which is not in conflict with Board policies and Board procedures.
    1.5. The use of affiliated online resources, where the individualized Lloydminster Public School Division's account and password is used to authenticate, is preferred. Recognizing the diversity of resources available online, use of non-affiliated resources and/or personal accounts should be in consultation with LPSD's Educational Technology Consultants for establishing best practices;
2. Irresponsible use of computing technology, networks, or online services, specifically includes but is not limited to the following:
    2.1. Damaging or altering the operation of the Division's computer network services, or interfering with other users' ability to use these services or other external network services;
    2.2. Creating or distributing communications, materials, information, data or images reasonably regarded as threatening, abusive, harassing, discriminatory, obscene, or in violation of or inconsistent with any Division policy or administrative procedure;
    2.3. Infringing on the rights or liberties of others; using profane or harassing language intending to offend or insult others;
    2.4. Illegal or criminal use;

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[2] http://saskschoolsprivacy.com/central-administration/central-administration-summary/lafoipp-overview/

2.5. Causing or permitting materials protected by copyright trademark, service mark, trade name, trade secret, confidentiality or proprietary data, or communications of another, to be uploaded to a computer or information system, published, broadcast, or in any way disseminated without authorization from the owner;

2.6. Use of any hardware, software or services that may pose risk to Lloydminster Public Schools, violate licensing, or is contrary to any Division procedures;

2.7. Granting access to Division computers, networks, and on-line services to individuals not authorized by the Division either by intentional conduct such as disclosing passwords or by unintentional conduct such as failing to log off;

2.8. Conducting commercial, profit-motivated, or partisan political activities not related to Division programs;

2.9. Interfering with other users' ability to use Division computing technology, networks, and online services including attempting to read, delete, copy, modify, or forge information contained in the files of other users;

2.10. Promoting the use of drugs or alcohol; or unethical practices that violate law or Board policy;

2.11. Disclosing information to individuals or organizations with no written or formal authority to possess such information;

2.12. Accessing data or equipment to which the user does not have authority.

2.13. Storing confidential material with third parties not affiliated with LPSD or on personally-owned devices that are not registered/vetted by the Division;

2.14. Forwarding or redirecting division files, email or communication to online services (third party storage, alternative or personal email accounts etc.) not affiliated with Lloydminster Public School Division.

3. Parents and legal guardians must be aware of their responsibilities.

3.1. Parents or guardians are to be aware that students may inadvertently access inappropriate, inaccurate, defamatory, illegal material on the Internet. The students and parents will not hold the teacher, school, Division or the Board liable for any materials or content retrieved from the Internet.

3.2. Parents or guardians will assume full financial responsibility for any damages or expenses incurred as a result of inappropriate or illegal student activity.

Outcomes of Unacceptable Use:

1. Users in violation of this administrative procedure will be subject to a disciplinary process that may include:

    1.1. Removal of computer access and privileges;

    1.2. Suspension, expulsion/termination;

    1.3. Recovery of cost of damage to data or equipment;

2. Where there are reasonable and probable grounds to believe that a user has used computing technology, networks, and/or online services for criminal or illegal purposes, this will be reported to the appropriate authorities

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