Administrative Procedure 105

School Operations

INFORMATION AND COMMUNICATION TECHNOLOGY

Background

The Board believes that information and communication technology play a vital role in supporting student learning. Students are able to apply technology skills to identify and solve problems, conduct inquiry and research, collaborate, and communicate. The Board also believes the integration of technology will provide an efficient and effective school administration and enhanced communications between school, home and the broader community. The Board recognizes that practices related to the use of technology must follow the *Access to Information Act (ATIA)* and *Protection of Privacy Act (POPA)* and must support the educational objectives required by Alberta Education and the goals of STEM Collegiate.

STEM Collegiate is a BYOD (Bring Your Own Device) school. This administrative procedure covers the use of all technology including devices owned by students and devices owned by the school.

Procedures

1. The purpose of providing access to the school's information technology is to promote excellence in education by:

    1.1. Increasing the availability of information technology resources.

    1.2. Facilitating communication in support of research and education.

    1.3. Providing opportunities to develop computer literacy skills.

2. This administrative procedure applies to every user of the school's information technology including, but not limited to, Board members, employees, contractors, students, school council members, parents, and volunteers.

3. Access to the school's information technology must be authorized. Every user must agree to abide by the terms and conditions of acceptable use as set out in

the school's Acceptable Use Agreement (appendix A) and Admirable Use Agreement (appendix B).

4. Failure to sign the Acceptable Use Agreement will result in a failure to obtain or loss of access to the school's information technology.

5. The principal shall determine what constitutes acceptable use of the school's information technology and inform the superintendent of decisions in this regard.

6. The Board shall determine what constitutes acceptable use of the school's information technology relative to Board members.

7. Unacceptable use of the school's information technology may result in a loss of access for the user and other disciplinary options provided within the school or Board policy and the *Education Act.*
8. Limited personal use of the school's information technology is permitted for authorized persons where it does not interfere with or conflict with its use for work purposes or an employee's obligation to their work roles.

9. All use of the school's information technology is subject to monitoring and search by persons authorized by the Board when it is required for operational needs or where there are reasonable grounds to suspect misuse or noncompliance with this policy.

<u>Internet and Intranet Service</u>

1. I-Net means either the internal network (Intranet) service or the wider Internet service provided by the school.

2. The school's Intranet service is provided primarily as a communication and administrative tool for staff members only.

3. The school's Internet service provides students and staff-wide access to other individuals and organizations. As an educational tool, the internet can be a valuable source of information featuring color, graphics, and multimedia enhancements. It allows on-demand delivery of software, data files, images, logos, graphics, photos, etc. As a communications device it is used for simple messaging, distributing memoranda, newsletters, notices, or documents, transferring official documents or carrying out correspondence concerning

school operations or the delivery of services. Students may use email to correspond with others as a learning activity. The school's website is used as a communication tool, to publish staff or student work and to provide links to technology education and/or charter school sites.

4. Any emails sent or received over the school's system (including reports of a personal nature) are records under the custody and control of the Board.

5. All records in the email system are subject to the provisions of the ATIA and POPA and as such, may become the subject of a ATIA request. All persons are prohibited from willfully destroying any records with the intent to evade a request for access to information.

6. End users of email systems are responsible for printing paper copies of email records which have an on-going legal, fiscal, audit, administrative or operational purpose and subsequently file them in the school's existing manual filing system. Other records of a personal or transitory nature should be discarded on a regular basis in accordance with protocols established by the school.

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

   7.1. use software to restrict access to certain sites on a best-efforts basis and to generally monitor sites visited.

   7.2. authorize the secret monitoring or searches of I-Net activities where there is just cause; for example, where there is evidence that an illegal activity may be taking place or where there is evidence that the STEM Collegiate Acceptable Use Agreement has been violated.

   7.3. require teachers to routinely monitor student activity on the Internet.

8. While not intending to stifle the creative and free expression of views on the I-Net, the Board does not authorize:

   8.1. use of inappropriate, profane or vulgar language;

   8.2. personal harassment as defined by the Board policy;

   8.3. long, acrimonious, and public disputes; or

8.4. flooding the system with messages which are of interest only to one or a small group of individuals.

9. Users are required to exercise their discretion and common sense in posting or transmitting materials on the I-Net and are reminded that intemperate or ill-considered statements may become public through access procedures.

10. Sensitive or confidential personal information, minutes of closed meetings, business confidences and the like should not be transmitted or posted unless adequate security provisions are in place.

11. Users are expected to respect all copyright laws.

12. All pages on the school's website must be approved for content by the principal or their designate. Web pages must conform to community values. The last names of students and parents and phone numbers will not be published.

13. Users must exercise acceptable behavior on the I-Net and understand the security risks associated with I-net use. The school may provide orientation or training opportunities to staff and students, but the ultimate responsibility lies with the user.

14. The principal will develop a Staff Acceptable Use Agreement and a Student Admirable Use Agreement. Upon hire (staff), or registration (student), all users of the school's I-Net service are required to sign these Agreements and by doing so, will agree to be bound by these Agreements. Parents will be required to co-sign with their children.

13. Consequences for not following the Acceptable/Admirable Use Agreement range from warning to removal from the system to possible disciplinary action.

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