



Context

The Board of Education of Qualicum School District understands that technology-based access to information, collaboration and creativity are vital to intellectual enhancement and productivity and that web-based information can be difficult to control or filter. The Board recognizes the value of technology in enhancing student learning and in enhancing the administration and operation of its schools.

Policy Statement

1. In order to support its mission and strategic priorities, the Board supports the responsible uses of technology that support learning, respect privacy and ensure safety.
2. The Board is committed to informing all students and staff of potential risks and benefits that come with access to technological resources, and to clarifying expectations and restrictions on uses of information technologies in the school district.
3. Technology is to be used primarily for educational and/or research purposes and for conducting valid School District business. Any other uses that interfere with the security or integrity of the system are prohibited.

Guidelines

1. This Acceptable Use Policy (AUP) is applicable to all persons using Technology while studying, working, or visiting in the Qualicum School District.
2. Technology will be used to:
 - a. support and enhance the delivery of educational services to students and provide options; to meet their learning styles, access requirements, and program needs;
 - b. provide tools to improve the efficiency and effectiveness of the business of education;
 - c. enhance opportunities for staff to participate in professional development activities;
 - d. communicate with partner groups and the community.

Definitions

Technology is defined as computers, mobile devices including cell phones, software, networks, the Internet, online communications and other technologies. For the purposes of this policy and its related Administrative Procedure technology includes that which is provided by the School District or that which is brought by the user.

References

- [Board Policy 501: *Acceptable Use of Technology*](#)
- [Board Policy 900: *Privacy Management and Accountability*](#)

Dates of Adoption/Amendment:

Adopted: 1997.07.08

Amended: 2002.04.23: 2004.01.27: 2019.05.28: **2021.05.25**



ADMINISTRATIVE PROCEDURES TO ACCEPTABLE USE OF TECHNOLOGY (AUP)

Purpose

These Administrative Procedures are written in support of Board Policy 501: Acceptable Use of Technology (AUP).

Terms and Conditions for Acceptable Use of Technology

It is important that users conduct themselves in a responsible, legal, professional, ethical, and courteous manner while using school district technology and when communicating online using social media tools or other technologies.

The following is a list of requirements which will be shared with all users (at each login, or by signed agreement) and whose violation may lead to suspension or termination of privileges:

System Security and Integrity:

1. Users may not violate, or attempt to violate, the security or integrity of the School District's computers, data or network.
2. Users are required not to share their passwords or permit others to use their account, and must log off immediately after use to ensure that others may not access their account. Users are responsible for all activity within their account and will be held accountable for any inappropriate activity.
3. Users may not disclose anyone else's user ID, password, network or Internet credentials.
4. Vandalism will result in termination of technology privileges. Vandalism is defined as any malicious attempt to harm or destroy data, equipment, the network or agencies or other networks that are connected to the Internet. This includes deliberately or recklessly exposing the technology to virus infection.
5. In order to enable fair use of technology, system administrator(s) may set quotas for disk/computer usage and usage time limits on some technologies.
6. In order to protect the integrity of the networks and maintain efficiency, the connection of personal technology equipment such as home computers, routers, servers, wireless devices, etc. to District networks is not allowed without the permission and guidance of the District Information Technology staff.
7. Use of any information obtained or given via the Internet is at the user's risk. The School District denies any responsibility for the accuracy or quality of information obtained through its technology.

Privacy and Confidentiality:

1. Use of technology associated with the School District, including Internet access and email, is neither private nor confidential and may be tracked. Use of such technology by any individual may be monitored or reviewed by the School District without prior notice. In the case of misuse or suspicion of misuse of the network or services, the School Board reserves the right to access any files/data on the system.



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2. The District may block or remove files that are unacceptable or in violation of this Acceptable Use Policy.
3. Parents/guardians have the right, where legally applicable, to request to see the contents of their child's data.
4. Due to the nature of some District approved online technologies being hosted world-wide, it is possible that an individual's full name, student ID, school name, email and classwork may be stored on premises outside Canada. In such cases, parents will provide informed consent the privacy laws of the country hosting the data may apply. Such technologies may only be used in the manner prescribed by the District.
5. The District will not disclose or post a student's personal contact information without the consent of the student's parent/guardian or of the student if of legal age. This includes a student's address, telephone number, school address, work address or any information that clearly identifies an individual student.
6. The District will not disclose an employee's personal information without the consent of the employee.
7. Staff and students shall not post or discuss online, personal information or work related issues including student work, without the permission of all parties involved.
8. When using social media or other websites to enhance classroom education or conduct School District business, personal information including full names may not be posted unless authorized and appropriate measures should be taken to protect the privacy of individuals and content where applicable.

Expectations of Users of Technology

Other inappropriate or illegal uses of District technology, the Internet and social media tools include, but are not limited to the following: *[Please be aware that any illegal action carried out over the Internet will be reported to law enforcement officials for possible prosecution. Financial and legal consequences of such actions are the responsibility of the user (staff, volunteer and student) and student's parent or guardian].*

1. You may not use District technology to:
 - a. transmit any materials in violation of Canadian laws
 - b. store or transmit pornographic materials including sexting
 - c. transmit or post threatening, abusive or obscene material
 - d. duplicate, store or transmit copyrighted material that violates copyright law
 - e. threaten, intimidate, bully or spread rumours about another individual or group; or,
 - f. use anonymous proxies to get around content filtering.
2. Plagiarism/Copyright/Licensing. Plagiarism is the act of using someone else's words or ideas as your own
 - a. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text.



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- b. All students and faculty should also adhere to the Creative Commons licenses where the author/artist denotes what media may be shared, remixed or reused.
3. Expected behaviour on social media websites
 - a. The District strongly urges employees to refrain from friending or following students on social media platforms.
 - b. Employees must at all times conduct themselves appropriately on social media sites and elsewhere, including when using an alias or anonymous profile.
 - c. Employees are expected to refrain from commenting on the Board as employer, or about any supervisors or co-workers.
 - d. All users are to refrain from posting inappropriate comments.
 - e. All users are expected to not disclose personal or private information about anyone without their consent.
4. District technology is meant for educational purposes and as such may not be used for
 - a. Personal business
 - b. Product and/or service advertisement or political lobbying
 - c. Playing network intensive games
 - d. Harassing other users with unwanted email or spam
5. More information for parents and students on the benefits and risks of using the Internet may be found at the Media Smarts website: <http://mediasmarts.ca/parents>

Glossary of Terms

Technology - Computers, mobile devices including cell phones, software, networks, Internet, online communications and other technologies

Online Communication - Internet based technologies such as email, websites, social media, messaging, photo sharing, etc.

Personal Information - Home phone number, address, health related issues, other personal identification. In the case of students' information this includes the full name. In the case of staff, it is okay to use the full name or business address/phone in official business communications in which case, it is not considered personal information.

US Patriot Act - In the case of data being stored outside Canada, *Frequently Asked Questions* on the US Patriot Act may be found at:

http://www.tbs-sct.gc.ca/pubs_pol/gospubs/TBM_128/usapa/faq-eng.asp

(Note that data may be stored in countries world-wide, not just the United States)



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References

- Board Policy 501: *Acceptable Use of Technology*
- Board Policy 900: *Freedom of Information and Protection of Privacy – Management and Access to Information* and its attendant Administrative Procedures

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