



POLICY COMMITTEE OF THE WHOLE - AGENDA

MONDAY, MAY 17, 2021
1:00 P.M.
via zoom

Join Zoom Meeting

<https://sd69-bc-ca.zoom.us/j/7703011399>

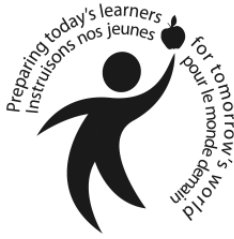
Meeting ID: 770 301 1399

Mandate: To Discuss and make Recommendations to the Board on all matters related to Policy and By-laws.

Acknowledgment: We live, play and work on the unceded lands of the Coast Salish Peoples. We thank the Snaw-Naw-As and Qualicum Bands for sharing their territory with us.

1. Introductions of those Present at the meeting:
2. Business arising from discussions
 - Update and progress on new Framework for Enhancing Student Learning
 - Communicating Student Learning – recommendation to continue holding until more information comes from the Ministry of Education.
3. Items potentially going to First Reading (Intent and philosophy and edits)
 - 600 - Personnel (rewritten)
 - 603 - Employee Health, Wellness, and Attendance
4. Items potentially going to Second Reading (Line by Line content and edits)
 - 504 - Copyright and Intellectual Property
5. Items potentially going to Third Reading (Final review)
 - 501 – Acceptable Use of Technology (AUP)
6. Future Topics – June Meeting
 - Framework for Enhancing Student Learning (new)
 - 6170 – Employee Conflict of Interest
 - 6190 – Workplace Bullying and Harassment
 - 6240 – Resolution of Complaints.

September or maybe June – Public Interest Disclosure Policy (from Ministry Order)
7. Next meeting:
 - Monday, June 14, 2021 at 1:00 PM



Context:

Schools are learning environments that are focused on producing educated citizens. As modelling is one of the most powerful tools in learning, positive treatment of personnel is central to any school district.

Policy Statement:

The Board of Education will seek to develop and maintain a positive, healthy and productive climate for all employees at all sites within the district.

Guiding Principles:

The Board believes that:

1. Members of MATA, CUPE and P/VP are valuable contributors to the achievement of our students and we encourage their input in decision making.
2. The physical, emotional, **and** intellectual ~~and spiritual~~ health of all personnel must be maintained in balance with the health and welfare of our learners. (*including language from Policy 6030 re vacation extensions*)
3. All personnel will be fairly and properly reimbursed for legitimate expenses related to their positions. (*Embed APs re credit card usage, travel, etc.*)
4. In order to support and improve performance and productivity, all personnel will be subject to a performance review process in keeping with contractual language and contracts of employment.
5. Positive recognition of personnel shall be on-going with specific acknowledgement by the Board of long-term service and retirement from the district. (*including language from Policy 6065 including new AP language*)
6. Because employee input is valued, exit interviews should be offered to employees who are leaving the employ of the district.

Definitions:

- Long-term service is marked when an employee reaches 20 years of service in the district.
- Appropriate records checks are defined through police services. Criminal Records and Vulnerable Sector Checks are examples.

References:

- Administrative Procedure to Board Policy 600: Personnel
- Board Policy 302: Communities and Volunteers' Involvement in our School District
- Criminal Records Review Act
- Mount Arrowsmith Teachers' Association (MATA) Collective Agreement

Dates of Adoption/Amendments:

Adopted:

Amended:



NOTE: This language moving into the Administrative Procedures for the new Personnel Policy will allow for the rescinding of the following eight APs from Section 6000 (soon to be 600) of the Policy Manual:

- *AP Credit Cards*
- *AP Criminal Record Search – Employee*
- *AP Emergency Closure of Schools*
- *AP Interview and Relocation Reimbursement for Exempt Staff*
- *AP Leave of Absence for Community Service – Public Office*
- *AP Performance Management Process Superintendent and Exempt Staff*
- *AP Police Information Check with Vulnerable Sector Screening*
- *AP Travel Expenses*

Adoption of Policy 600 will also allow for the following three policies to be rescinded:

Policy 6030: Vacation Extensions - Teachers

Policy 6065: Recognition of Retirement and Long Service

Purpose

This Administrative Procedure is intended to provide procedural support for Board Policy 600 Personnel. The policy statement and guidelines speak to a number of areas, as are describe procedurally below. The eleven sections described below are:

- I. Vacation Extensions
- II. Emergency Closure of Schools (Personnel)
- III. Criminal Record Checks and Police Information Checks
- IV. Credit Card Usage
- V. Travel Expenses
- VI. Performance Management: Exempt Staff
- VII. Long Service Recognition
- VIII. Exit Interviews
- IX. Interview and Relocation Expenses for Exempt Staff
- X. Leave of Absence for Community Service or Public Office

I. VACATION EXTENSIONS

The Board of Education believes that in general all teaching staff should be present in schools before and after each vacation break (winter, spring or summer). For this reason, teachers will not normally be granted leave to extend these break periods subject to the terms of the Mount Arrowsmith Teachers' Association (MATA) Collective Agreement.

II. EMERGENCY CLOSURE OF SCHOOLS (PERSONNEL)

The Board of Education believes that the health and safety of staff and students is of paramount importance and recognizes that schools may have to be closed temporarily at



times for any of several reasons, including the following: inclement weather, power outage, failure of heating or water services, emergency health issues, as well as a variety of other emergency situations.

The Board of Education authorizes the Superintendent of Schools, or designate, to close schools and/or worksites by reason of weather emergencies or for other causes that might endanger the health or safety of staff and students. School and/or worksite closure due to emergent conditions will be of three types:

- For students only
- For students and school-based employees
- For students and all employees

Principals, or designates, are expected to have school buildings open to provide for students who, for whatever reason, arrive at school. Principals who are unable to get to work must contact the Superintendent of Schools so that alternate arrangements can be made to have the school open.

PROCEDURES

1. School Bus Service

There are occasions when the General Manager of Operations, in consultation with the Superintendent of Schools, may decide not to run the morning bus routes due to hazardous conditions. Every effort will be made to make that decision no later than 6:15 a.m. It is understood that:

- a. The decision to cancel school bus service is made by the General Manager in consultation with the Superintendent of Schools.
- b. If buses **are not** running in School District 69 (Qualicum) it does NOT mean that schools are closed.
- c. If buses **are not** running in School District 69 (Qualicum) it does NOT mean that staff cannot get to school – conditions vary throughout the District and staff need to assess the conditions in their own area.
- d. If buses are running in School District 69 (Qualicum), employees are expected to be at work.

2. School Closure During the Day

In extreme emergencies, schools may be closed after school has commenced. In situations during the school day where an emergent situation arises or weather conditions deteriorate significantly enough that a Principal has concerns for local road conditions in his/her school zone, the Principal should contact the Superintendent of Schools. It is the responsibility of the Superintendent of Schools to notify the Principal as soon as it becomes apparent that school emergency closure will be necessary.

When an emergent situation occurs after school has begun it may be prudent for students to be dismissed and therefore staff will activate their plan to contact parents. In this case, parents of students in elementary schools must be



contacted prior to releasing students to go home. In the case of busing students, all students will be held at the school until we can confirm that all affected parents have been contacted.

Depending on the severity of the circumstances, the Principal shall, in consultation with the Superintendent of Schools, determine whether school staff complete their work day at school or at home.

3. Employee Responsibilities

It is expected that all staff will undertake normal precautions for winter weather; e.g. allowing more time for travel, snow tires, an analogue phone, battery operated radio, battery operated alarm clock in the event power is out. Employees are expected to make every reasonable effort to attend their regular place of work. Employees who are unable to get to work must contact their immediate supervisor each day of their absence and contact dispatch.

When Schools are open and buses are NOT running:

Every effort will be made to decide early enough so that announcements can start no later than 6:30 am through local media and the District website www.sd69.bc.ca if power is available.

- a. CUPE staff
 - i. CUPE staff who are unable to get to work, must contact their supervisor and dispatch for each day of absence.
 - ii. **Within 3 days of returning to work**, CUPE staff must put in writing the reason they were unable to get to work and the efforts made to get to work, and direct the letter to the Secretary-Treasurer. **Late requests will not be accepted.**
 - iii. This documentation will be reviewed on a case by case basis. Pay may be adjusted retroactively.
- a. MATA staff
 - i. MATA staff must make reasonable efforts to attend at their school (Collective Agreement Article D.28).
 - ii. MATA staff who are unable to attend at their school, will contact their Principal and TTOC dispatch for each day of absence.
 - iii. MATA staff must contact their Principal to explain the circumstances which preclude attendance to duties at their school. This communication needs to occur as early in the day as possible in order to ensure appropriate coverage of classes.
 - iv. It is recommended that any verbal communication from MATA staff to their Principal be followed-up with an email as a means of documenting that the required communication occurred.
 - v. If MATA staff are unable to attend at their school due to weather conditions, it is expected that they will carry-out work duties from home.



- vi. Such an absence will be treated as a 'Leave with Pay' (Collective Agreement Article D.28).
- b. Principals and Vice-Principals
 - i. Principals will document contact made by MATA staff regarding absences due to weather conditions and confirm with TTOC dispatch, by the end of the day, all absences.

When schools are closed:

Every effort will be made to decide early enough so that announcements can start no later than 6:30 am through local media and the District website www.sd69.bc.ca if power is available.

- a. CUPE Staff
 - i. If schools in this District are closed, CUPE staff will be paid at their normal rate. **This applies to school closures in School District 69 (Qualicum) only.** It does not apply if a CUPE staff member lives in another district and schools in that district are closed.
 - ii. CUPE staff who are deemed necessary are requested to report to work. Necessary services during a District wide temporary school closure day are payroll clerks and the School Board Office receptionist as well as, if applicable, maintenance, grounds and custodial staff on the Snow Crew (per the General Manager of Operations). If safe for them to do so, they are requested to report to work. If they do so, they will receive their regular pay and additional banked hours (at straight time) for each hour worked up to their assignment hours for that day.
 - iii. If CUPE support staff are unable to get to work, they must contact their supervisor and dispatch for each day of absence.
 - iv. Within 3 days of returning to work, CUPE support staff must put in writing the reason they were unable to get to work and the efforts made to get to work, and direct the letter to the Secretary-Treasurer.
 - v. This documentation will be reviewed on a case by case basis. Pay may be adjusted retroactively.
- b. MATA Staff
 - i. If schools in this District are closed, MATA staff will be paid at their normal rate. This applies to school closures in this District only. It does not apply if a MATA staff member lives in another district and schools in that district are closed.
- c. Principals and Vice-Principals
 - i. Principals are expected to report to work when schools are closed. If this is not possible, Principals must contact the Superintendent of Schools to ensure that an adult presence is available at the site should students arrive at the school.



III. CRIMINAL RECORD CHECKS AND POLICE INFORMATION CHECKS

The Board of Education acknowledges and accepts its responsibility to ensure that criminal record checks are conducted on all employees who work with children and/or vulnerable adults. In fulfilling its responsibilities, the Board of Education is guided by the Criminal Records Review Act. The Criminal Records Review Act defines “working with children and/or vulnerable adults” to mean working with children and/or vulnerable adults directly or having or potentially having unsupervised access to children and/or vulnerable adults in the ordinary course of employment or in the practice of an occupation.

In accordance with the *Criminal Records Review Act*, the Board of Education will require all new employees and all current employees (except employees who belong to a governing body) to provide the Board of Education with a signed criminal record check Authorization Form.

PROCEDURES

1. Members of the Teachers’ Regulation Branch

The Teachers’ Regulation Branch is responsible for obtaining completed and signed criminal record Authorization Forms from all members and all new applicants for certification.

2. All Other Staff (excluding teachers and other registered professionals)

The Board will obtain completed and signed criminal record Authorization Forms from all other employees in positions classified within the *Criminal Records Review Act’s* definition of “works with children and/or vulnerable adults” (including those individuals who have previously had a criminal record check).

- a. The Human Resources Assistant will be responsible for monitoring the administration of the *Criminal Records Review Act*.
- b. All new employees (successful applicants) and employees notified that the employee is due for a re-check must complete a Criminal Record Check Authorization Form.
- c. The Human Resources Assistant will check and verify each applicant’s identification in accordance with Criminal Record Review Program best practices and RCMP policy.
- d. Application is made to the Criminal Records Review Agency.
- e. The original signed authorization form will be maintained on the employee’s personnel file for a minimum of five (5) years.
- f. The return of the Authorization Forms and the results returned from the Criminal Records Review Agency will be recorded.
- g. Mandatory re-checks are required every five (5) years and employees are required to submit another Criminal Record Check Authorization Form by the five (5) year anniversary date, when notified by the Human Resources Department.



- h. Any employee who has a break in service must provide a new criminal record check. For example, if the employer/employee relationship is formally severed, this is considered a break in service.
- i. When the Criminal Records Review Agency informs the Board that an employee presents a risk to children and/or vulnerable adults, the Board will ensure that the employee is removed from or never placed in a position where the employee works with children as defined in the *Act*.
- j. A vulnerable sector check is conducted as part of each criminal record check. The vulnerable sector check is national RCMP policy and in some cases, the RCMP may require fingerprints in order to verify an Employee's identity. The Employee will be notified directly by the RCMP and provided with the necessary forms and instructions.
- k. It is the responsibility of each employee to notify the District if he or she is charged with or convicted of a relevant or specified offence as applicable subsequent to a criminal record check. The employee must promptly report the charge or conviction to the Director of Human Resources, and submit a new, signed Consent for Criminal Record Check form. Failure to do so may result in disciplinary action which may be up to and including termination.
- l. Any employee who is required to provide fingerprints to the RCMP is also required to provide the District with a completed "Criminal Offence Declaration" (form attached), in order to meet the District's obligations of due diligence.
- m. New employees and employees requiring a re-check will be responsible for the cost of the Criminal Records check. Any associated fees with the Fingerprint process are also the responsibility of the employee.

3. Volunteers

- a. Parents, guardians and/or community members who wish to act as a school volunteer must contact the school office to obtain a "*Police Information Check with Vulnerable Sector Screening*" letter. The "*Police Information Check with Vulnerable Sector Screening*" letter must be on school letterhead, signed and dated by the principal and must contain the statement: "The applicant will require a vulnerable sector check" (sample letter attached).
- b. Potential volunteers are then referred to the Oceanside RCMP Detachment, at which time they will submit the "*Police Information Check with Vulnerable Sector Screening*" letter and the "*Police Information Check with Vulnerable Sector Screening*" form.
- c. The "*Police Information Check with Vulnerable Sector Screening*" form is available from the school or the Oceanside RCMP detachment and must be submitted at the same time as the "*Police Information Check with Vulnerable Sector Screening*" letter. Please note that **old forms will not be accepted.**



- d. For convenience, a copy of the “Police Information Check with Vulnerable Sector Screening” form has been attached and can be provided to applicants by the School Principal or designate at the same time that the applicant receives the “Police Information Check with Vulnerable Sector Screening” letter from the school.

Note: The “Police Information Check with Vulnerable Sector Screening” letter is required to waive the processing fee. If the letter is not included with the package, the processing fee will be levied on the applicant.

- e. The RCMP will return the processed form to the parent, guardian or community member who will then submit the form to the School Principal.
- f. Forms that show any type of criminal record or other concerning disclosures must be forwarded to the Superintendent of Schools or designate for review. School Principals will be advised of any advice or considerations arising from this review.
- g. Completed “Police Information Check with Vulnerable Sector Screening” are **valid for a maximum of five years only at which time they are expired.**
- h. All new volunteers (including those who may have previously completed a PIC_VS at another school and are now changing school sites) must submit forms (preferably in September). This would include Kindergarten, and Grade 8 as well as any new registrations.

DATE

R.C.M.P.

727 Island Highway West
Parksville, BC V9P 1B9

To Whom it May Concern:

**RE: POLICE INFORMATION CHECK WITH VULNERABLE
SECTOR SCREENING**

This letter is to confirm that NAME OF VOLUNTEER APPLICANT will be acting as a volunteer for various school/class events or activities throughout the school year.

NAME OF VOLUNTEER APPLICANT will require a “Police Information Check with Vulnerable Sector Screening” as per the R.C.M.P. definition.

Thank you for your attention to this matter.

Yours Sincerely,

PRINCIPAL NAME



Principal

c: School File

IV. CREDIT CARD USAGE

Sound business practices support the use of Board issued credit cards by designated staff and School Trustees as their use contributes to the efficiency of school district operations.

PROCEDURES

1. Board Credit cards may be issued to the following staff:
 - a. Superintendent of Schools
 - b. Secretary Treasurer
 - c. Assistant Secretary Treasurer
 - d. Assistant Superintendent
 - e. Director of Instruction
 - f. General Manager of Operations
 - g. Assistant Manager of Operations
 - h. Director of Human Resources
 - i. School Trustees (five)
 - j. Principals and Vice-Principals
 - k. School secretaries - may hold site cards to facilitate school purchases.
 - l. Other employees with areas of responsibility that require either regular purchasing or situational purchasing that cannot be managed through petty cash or requests for funds. Such employees must be recommended by the employee's supervisor (who must also be an individual designated in 'a' through 'j'), and approved by the Secretary-Treasurer.
2. The Board credit card issued to the aforementioned designated staff and School Trustees shall be utilized to cover expenses incurred on Board business or Board sponsored professional development: in accordance with the Card User Agreement.
3. The District endeavors to use credit or purchasing cards that provide savings back to the Board.
4. Card holders shall sign and adhere to the Card User Agreement.

V. TRAVEL EXPENSES

Personnel traveling on behalf of the District to participate in meetings, workshops, negotiations and conferences, either by assignment or by directed attendance, are entitled to receive reimbursement of expenses incurred.

1. Application for reimbursement of travel expenses shall be made to the appropriate supervisor with the submission of original receipts.
2. Travel expense reimbursement shall be consistent with the BC School Trustees Association's (BCSTA) Policy on Travel Expenses.
3. This administrative procedure will be reviewed annually in the month of February by the Secretary Treasurer or designate.



4. Expenses covered by a contractual travel allowance do not apply.

VI. PERFORMANCE MANAGEMENT: EXEMPT STAFF

The Board of Education believes that a performance management process should be an ongoing process of communication between a supervisor and an employee that occurs throughout each year in support of accomplishing the mission and strategic priorities of the organization. The communication process includes clarifying expectations, setting objectives, identifying goals, providing feedback, planning for professional growth/learning and reviewing progress in each area.

PROCEDURES

The Board believes that performance management processes undertaken with exempt staff should be:

1. Simple and clear
2. Focused on personal professional growth and learning
3. Premised on clearly articulated expectations, deliverables and accountabilities grounded in duties/responsibilities of the job description
4. Based on goals/objectives/actions linked to strategic priorities and operational plan of the district/school
5. Continuously looping with ongoing and regular check-ins and dialogue

The Board will ensure that it engages the Superintendent/CEO in an ongoing performance management process as agreed to by the parties. This process is to be facilitated by the Director of Human Resources or a designate.

The Superintendent will ensure that an appropriate and ongoing performance management process is carried-out with the following exempt staff:

1. Secretary Treasurer
2. Associate Superintendent
3. Director of Instruction
4. Director of Human Resources
5. Principals and Vice Principals

The Secretary Treasurer will ensure that an appropriate and ongoing performance management process is carried-out with the following exempt staff:

1. Assistant Secretary Treasurer
2. General Manager of Operations
3. Executive Assistant – Board Governance and Operations

VII. LONG SERVICE RECOGNITION

The Board of Education values the dedication and commitment of its employees. The Board is, therefore, committed to recognizing employees with consistent and lengthy service (20 years), as well as those who are retiring from employment with the Board.



VIII. EXIT INTERVIEWS

The Board sees value in gaining insights into district operations, culture, strategies and human resources/labour relations practices through the use of exit interviews where and when possible and practicable.

IX. INTERVIEW AND RELOCATION REIMBURSEMENT FOR EXEMPT STAFF

In order to attract the best candidates for its exempt positions, candidates should be reimbursed for expenses. Reimbursement shall be as follows:

1. Candidates selected for interview will be reimbursed for legitimate travel, accommodation and meal expenses. Submission of receipts is required in accordance with Board travel and reimbursement rates.
2. The successful candidate may be reimbursed for expenses to relocate for employment with School District 69, with the amount to be as determined in contract negotiations. Receipts must be submitted to the Secretary-Treasurer within sixty (60) days of the move.

X. LEAVE OF ABSENCE FOR COMMUNITY SERVICE OR PUBLIC OFFICE

The Board of Education encourages its employees to participate in a wide range of community service organizations and recognizes the right of these employees to seek public office. It is the intent of the following procedures to permit the School Board's employees to participate in public affairs benefiting the public and concurrently to protect the interests of the Board, the persons it employs and the public it serves.

PROCEDURES

1. Employees who are providing voluntary supports for emergency response in the event of an emergency or catastrophe will be supported in accessing leave provisions within their collective agreement or contract of employment. Where there are no such provisions, the Superintendent may grant exceptional leave with or without pay either for the duration of the service being provided or in support of recovery time.
2. Employees will be supported in seeking public office in keeping with provisions of their collective agreement or contract of employment. Where there are no such provisions, the district will support the employee with leave provisions as possible in relation to the employee's duties and responsibilities.
3. On being duly accepted as a candidate for public office, whether it be for Federal Parliament, the Provincial Legislature, the Municipal Council or other public office, an employee of the Board may apply to the Board in writing for a leave of absence to conduct a campaign. Such leaves will be considered within the context of collective agreements and contracts of employment.



4. An employee elected as a Member of Parliament or Member of the Legislative Assembly shall be granted a leave without pay for the duration of one term in office. On termination of office, the employee shall receive priority of placement but not necessarily in the employee's former position. Terms of the relevant collective agreement or contract of employment will apply.
5. It is presumed that service on a Municipal Council will not interfere greatly with the usual performance of an employee's duties and responsibilities. It is expected that some reasonable accommodations must be made by both the Board and the employee concerned.

References:

- Board Policy 600: Personnel
- Board Policy 302: Communities and Volunteers' Involvement in our School District
- Criminal Records Review Act
- Mount Arrowsmith Teachers' Association (MATA) Collective Agreement

Dates of Adoption/Amendments:

Adopted:

Amended:

DRAFT



EMPLOYEE HEALTH, WELLNESS, AND ATTENDANCE

Page 1 of 1

Context

The Board of Education's primary role is to support and educate students and it depends on the contributions of employees to fulfill this role. This policy stems from the Board's sincere desire to help all employees achieve and feel their best in the workplace, and it links with the Board's strategic priority for social-emotional learning, which includes a commitment to health and well-being for all. Employee health, wellness and attendance has a direct impact on a positive working and learning environment, contributes to the optimum functioning our organization, and sets us up for success as we work as a team to achieve our strategic goals.

Policy Statement

The Board is committed to ensuring that there are systems and processes in place to:

1. Promote employee health and well-being.
2. Support regular and consistent attendance at work for employees who have higher than normal absences, as well as those who require accommodation under human rights law;
3. Foster psychological health and safety in the workplace, including trauma-informed and 1. compassionate practices; and,
4. Give employees the relevant tools, resources, services and support they need to be successful and engaged at work.

Guiding Principles

The Board believes that:

1. supporting and promoting the health and wellness of employees is an integral component in developing compassionate learning communities and comprehensive school health;
2. developing positive and healthy relationships across the school community helps everyone feel connected, supported and valued;
3. an inclusive workplace that offers equal opportunities and is free from discrimination creates an environment of dignity and respect for human rights; and,
4. regular and consistent attendance ensures that employees can apply the valuable skills and knowledge for which they were hired and also ensures continuity for students.

References

- [National Standard for Psychological Health and Safety in the Workplace](#)
- [Ministry of Education Mental Health in Schools Strategy](#)
- [Healthy Schools BC – Comprehensive School Health](#)
- Canada Human Rights Act, RSC 1985, C. H-6



COPYRIGHT AND INTELLECTUAL PROPERTY

(Previously AP Only)

Context

The Board of Education recognizes that the *Copyright Act* is designed to protect the rights of authors and producers of creative works, and requires its employees to respect these rights and the copyright provisions in district schools.

Policy Statement

The Board of Education will ensure that all staff are supported in abiding by all copyright provisions and protocols.

Guiding Principles

The Board of Education believes that:

1. Creators of copyright materials have the rights of ownership that come with copyright laws related to the nature of the publication.
2. Students have a right to access a wide range of educational resources within copyright rules.
3. Anyone who willfully and knowingly contravenes the rules of copyright including as found in the Copyright Act should be responsible for consequences that might flow from such a breach.
4. **Employees are to be guided in their practice by the provisions of *Copyright Matters* and the *Fair Dealings Decision Tool* as described in the Administrative Procedures.**
5. **Employees doing work in the course of their employment will be expected to abide by intellectual property procedures as described in the Administrative Procedures**

References

- The Copyright Act
- **Copyright Matters**
- **Fair Dealings Decision Tool (developed by the Copyright Consortium of the Council of Ministers of Education, Canada (CMEC))**
- Administrative Procedures to Board Policy 504: Copyright **and Intellectual Property**

Dates of Adoption/Amendments:

Adopted:



Purpose:

For the purposes of copyright law, schools are a public place. Copyright law includes, but is not limited to books, audio and video tapes, computer software, sheet music, photocopies, facsimile machine copies, handwritten or typed copies, translations, adaptations and performances.

1. The Board designates a District Resource Centre staff member to act as the Copyright Officer for the district. Responsibilities shall include, but not be restricted to:
 - 1.1 distribution to all staff of current information regarding copyright guidelines and licensing arrangements (e.g. CANCOPY, SOCAN).
 - 1.2 securing copyright permissions and site licenses, and maintaining necessary records regarding use of copyrighted materials in the district.
 - 1.3 development of procedures to ensure that expiration dates are honoured.
2. The teacher-librarian in each school shall act as liaison to the Copyright Officer.
3. The principal or site supervisor shall review with all staff (M.A.T.A. and C.U.P.E.) the school district's Copyright Procedures and the contents of the copyright guidelines.
4. The copyright guidelines shall be kept at all work sites and employees shall refer to the guidelines whenever questions arise concerning copyright.
5. When there are opportunities for copyright violations by students, the Board requires teachers to instruct students about the *Copyright Act*, to make students aware of the ethical and practical problems caused by copyright infringement, and to attempt to supervise students in a manner that a copyright violation does not occur.
6. Persons seeking to copy or have copied items shall ensure that the proper copyright permission(s) have been granted through either a license agreement or written permission of the copyright owner.
7. The Board will not protect individual employees who break, or request another to break, the copyright law.
8. **Employees will be guided in their decision making regarding copyright materials by *Copyright Matters*, a publication of the Council of Education Ministers of Canada, the Canadian School Boards Association and the Canadian Teachers Federation (2016) as found at:**
https://cmec.ca/Publications/Lists/Publications/Attachments/291/Copyright_Matters.pdf.
9. **Employees will be supported in their decision making in regard to use of copyright materials by the *Fair Dealings Decision Tool* as found at:**
<http://www.fairdealingdecisiontool.ca/DecisionTool/>



10. Unless specifically excluded in a contract or in a collective agreement, material created in the course of employment by an employee will be considered the intellectual property of the employer. While the employer holds the intellectual rights, the employee retains moral rights. Moral rights ensure the employer cannot use the material or modify it to damage the author. Employees have intellectual rights to work done on their own time, not related to their assignment and without use of district property, and therefore would be in a position to post this information as their own.

References:

- Copyright Act
- **Copyright Matters**
- **Fair Dealings Decision Tool (developed by the Copyright Consortium of the Council of Ministers of Education, Canada (CMEC))**
- Board Policy 504: Copyright **and Intellectual Property**

Dates of Adoption/Amendments:

- Adopted: 90.06.13
- Amended: 91.11.12: 01.10.23: 17.01.24



Context

The Board of Education of School District 69 (Qualicum) 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:

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

Dates of Adoption/Amendment:

Adopted: 97.07.08

Amended: 02.04.23: 04.01.27: 19.05.28



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. All other policies, including those on harassment, equity, and proper conduct of employees and students apply to the use of technology.

Users of technology in the School District will be required to abide by the terms and conditions of this policy. Employees of the School District must sign the agreement in order to gain access to technology. Consistent with the Code of Conduct, all students are bound by the terms and conditions of this Policy.

Use of technology and access to the Internet for any purpose not related to education is prohibited including, without limitation, commercial, criminal, obscene, inappropriate or illegal purposes. Use of some technologies may require prior authorization by the School District. The School District reserves the right to restrict the scope of access to individuals or groups. Any user identified as a security risk, having a history of problems with other computer systems or found violating this policy may be denied access.

Inappropriate or prohibited use may lead to suspension or termination of privileges at the discretion of district administration, and to possible other consequences including legal prosecution or disciplinary action appropriate under any applicable laws, policies, regulations, collective agreements or contracts. The Board's Acceptable Use Policy shall be interpreted, construed and enforced in all respects in accordance with the laws of the Province of British Columbia.

The Board and its representatives make no guarantees about the reliability of the technology it provides and will not be responsible for any damages that may be incurred. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by technology or user errors or omissions. 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.

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.

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.
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.
 - 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 communiqués 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 US)

References

- Board Policy 5003: *Acceptable Use of Technology*
- Board Policy 9000: *Freedom of Information and Protection of Privacy – Management and Access to Information* and its attendant Administrative Procedure

Dates of Adoption/Amendments

Adopted: 1997.07.08

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