YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
Policy Section	*Policy Number*
Program/Curriculum	**311**
Former Policy #	*Page*
220	**1 of 8**
Original Approved Date	*Subsequent Approval Dates*
January 15th, 2002	**October 11th, 2011** **November 26, 2013** **October 29, 2019**

POLICY TITLE: **DIGITAL DISCIPLESHIP**
STUDENT USE OF TECHNOLOGY

SECTION A

1. PURPOSE

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2. POLICY STATEMENT

It is the policy of the York Catholic District School Board to regulate the use of technology including personal devices while fostering a healthy learning environment using good digital discipleship in a safe, respectful and positive manner, guided by gospel values that æ ^ &{ } • ã ⊂^ } ⊂Ꙃ ã @Ꙃ@ Ó[æå q Ꞓ ã • ã } Ê Xã ã } Ê Ó[¦^ Xæ ^ • Ꙃ å Ontario Catholic School Graduate Expectations.

3. PARAMETERS

3.1 The Board recognizes the importance of maintaining the confidentiality of all users of its Information Technology facilities and assets without compromising the ability to regulate, enforce and promote acceptable use guidelines.

3.2 The York Catholic District School Board reserves the right to monitor, access and disclose all data and information created, sent and received, processed or stored on Board information technology systems to ensure compliance with Board policies.

3.3   Students using technology and personal devices:

3.3.1   Shall abide by the York Catholic District School Board Policy 218 Code of Conduct and respect the need of others to work in an environment that is conducive to learning and teaching;

3.3.2   Are prohibited from engaging in inappropriate or unlawful activities whose examples are listed in, but not limited to Appendix A. Allegations of unlawful or unacceptable use of technology will be addressed through established York Catholic District School Board policies and procedures and, where necessary, disciplinary actions taken in accordance with Safe Schools (Policy 202 Safe Schools - Student Discipline).

3.4   The responsibility to keep all board technology and personally owned electronic devices secure and maintained shall rest with the owner. York Catholic District School Board is not liable for any personal device lost, stolen or damaged.

3.5   Use of personally owned electronic devices on Board/School Premises and during Board/School sanctioned events shall be as outlined:

3.5.1   For health and medical purposes;,

3.5.2   To support special education needs;,

3.5.3   For educational purposes, as directed by an educator.

3.6   Students using technology, whether downloading, uploading or sharing information at school or remotely, shall observe and respect any material that is protected by copyright, patent, trademark, service mark and other applicable laws and adhere to strict et@ B æ∤æ¾ å Áæ¸ ˘ |Á§[} å˘ &o‡¶ Á§[{]|æ¹ &^Á ã¢Aç@¶Á ÁÔ[æåç¶Á T ã∙ ᶡ } É¢X ã ᶡ } É¢æ¹ å Á Core Values.

3.7   Access to the York Catholic District School Board wireless network is a privilege, not a right. Any use of the wireless network shall entail personal responsibility and compliance with all York Catholic District School Board policies and school expectations or guidelines.

3.8   Access to the York Catholic District School Board wireless network shall be content filtered to safeguard against inappropriate content.

3.9   Users of personally owned devices shall make no attempts to circumvent ç@¶Á &@Q[|¶Á

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modify contents to conform to the Digital Discipleship, Student Use of Technology policy.

4.7.8 To inform the staff supervising online social media activities and groups to adhere to ethical standards for the teaching profession in the same manner as in a traditional school environment.

4.7.9 To offer support to students who accidentally accessed unacceptable internet content. Administrators will offer school/area/board support, based on the developmental needs of the student.

4.7.10 To report any security, safety or privacy related breach or issue relating in any unacceptable activities and violations that may have been committed.

4.7.11 To cooperate fully with ongoing investigation by Board staff, the police and other authorities into unacceptable activities and violations that may have been committed while using the technology systems of the Board.

4.8 Staff

4.8.1 To link the use of the internet and related applications such as interactive websites and social media groups to ongoing coursework, unit plans and curriculum-related learning. Prior to permitting students to use the internet as part of an ongoing lesson, the teacher should ensure that there is clear written instruction outlining the goal for such a use and that the students understand the parameters.

4.8.2 To review and evaluate the suitability of internet learning resources and websites prior to permitting students to have access online.

4.8.3 To monitor school related online internet use within interactions and social media activities of all students under supervision.

4.8.4 To provide students with instruction at the beginning of each school year on the safe and acceptable use of technology and the internet.

4.8.5 To communicate clearly to students the consequences of inappropriate unacceptable use of technology that may include discipline by the school, the Board and Police services.

4.8.6 To be responsible technology users who take necessary online safety and security precautions when sharing information with others online or on Cloud Drives such as Google Drive.

4.8.7 To report to the school principal when they become aware of any security, safety or privacy related breach or issue.

4.8.8 To report to the school principal any breach of the policy, and inappropriate use of technology.

4.9 Students

4.9.1 To adhere to the Digital Discipleship, Student Use of Technology policy at all times when in school and/or when using school computers and internet.

4.9.2 To report to staff in the school when they become aware that another student is hacking or ille

4.9.6   To report to staff in the school when images, material or information on the internet make them uncomfortable.

4.9.7   To report to staff in the school when pornographic sites are accidentally accessed.

4.9.8   To report to staff in the school when a stranger attempts to initiate contact, interaction or conversation on the internet.

4.10 Parent(s)/Guardian(s)

4.10.1 To review with their child the Annual Technology Consent Forms and to sign and submit them to the school in a timely manner.

4.10.2 To cooperate with the school to ensure that their child complies with this policy and the use of personal electronic devices only as direct by teachers/Principal.

4.10.3 To understand that any violation may result in the loss of privileges as well as disciplinary action.

4.10.4 To discuss with the Principal any extenuating circumstances where their child is required to have access to a personal electronic device, such as a cellphone, outside of educational purposes, including the use of personal medical devices (PMD).

4.11 Volunteers, Third Party Providers and Visitors

To be aware and comply with the Digital Discipleship, Student Use of Technology policy.

5. DEFINITIONS

5.1 Cloud Drive

Digital technology, any of several, often proprietary, parts of the Internet that allow online processing and storage of documents and data as well as electronic access to software and other resources.

5.2 Digital Discipleship

Guided by our Catholic values, one who uses technology ethically and responsibly to advocate for local and global issues, act in solidarity and stewardship and promote human dignity

5.3 Hacking

The unauthorized practice of accessing, modifying or altering computer software, hardware, or networks to accomplish a goal that is considered to be a security breach and outside of the creato ¦ǫÁ¦ǎ ǎ æ¦Á àb⁀&ǡ⁀^È

5.4 Illegal activity

Any illegal use of the York Catholic District School Board technology. Examples are listed in, but not limited to, Appendix A.

5.5 Technology

Includes, but is not limited to, personal electronic devices, personal medical devices (PMD), board network and infrastructure, electronic communication equipment such as laptops, desktops, mobile devices, robotics, printers and audio/video equipment.

5.6 Intranet

The internal network of communication servers owned, operated and regulated by the York Catholic District School Board.

5.7 Personal Electronic Device

Includes any device in the possession of a student which electronically communicates, sends, receives, stores, reproduces, or displays voice, text, and/or digital communications or data. This includes, but is not limited to, cellular phones, pagers, smart phones, music and media players,
gaming devices, tablets, laptop computers, cameras, video cameras, smart watches, headphones, earbuds, personal medical devices (PMDs), and personal digital assistants. In this policy, the word ñtechnology,òmay be used as a synonym for personal electronic device.

5.8 Sanctioned Activities

The legitimate and authorized use of a personally owned electronic device during activities which may include, but are not limited to, specific programming purposes, lengthy bus excursions, co-curricular events, inclement weather and/or, legitimate medical reasons. Such use must be authorized by Administration and/or staff.

5.9 Social Media

Any interactive online where people are talking, participating, sharing, networking, and may be accessed by the wider internet community.

6. CROSS REFERENCES

YCDSB Policy 112	Privacy and Personal Information Management
YCDSB Policy 113	Intellectual Property
YCDSB Policy 116	Copyright
YCDSB Policy 202	Safe Schools - Student Discipline
YCDSB Policy 218	Code of Conduct
YCDSB Policy 223	Bullying Prevention & Intervention
YCDSB Policy 317	Electronic Communications & Social Media

YCDSB Digital Discipleship Framework
YCDSB Visual Identity and Branding Manual

Child and Family Services Act
Copyright Act
Criminal Code
Education Act
Human Rights Act
Municipal Freedom of Information and Protection of Privacy Act

7.   RELATED FORMS
YCDSB Annual Technology Consent Form

Approval by Board	October 29, 2019

Unacceptable/Illegal Use of York Catholic District School Board
Electronic Communications & Social Media