Use of Technology and Digital Citizenship

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Purpose

The Halton Catholic District School Board (HCDSB) supports the benefits that technology can bring to its daily operating activities, and to student achievement and well-being. All users are required to know and abide by this policy in order to ensure information technology resources are being used in a safe and responsible manner.

Achieving   Believing   Belonging

Application and Scope

This Policy applies to students, staff, trustees, volunteers, and any individual using HCDSB technology as defined in this policy.

References

[College of Early Childhood Educators](#)

[Copyright Act](#)

[Criminal Code](#)

[Education Act](#)

[Growing Success](#)

[HCDSB Code of Conduct](#)

[HCDSB Multi-Year Strategic Plan](#)

[Institute for Catholic Education (ICE)](#)

[International Society for Technology in Education (ISTE)](#)

[Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)](#)

[Ontario College of Teachers](#)

[Ontario Human Rights Code](#)

[Ontario Safe Schools Code of Conduct](#)

[PPM 128 - The Provincial Code of Conduct and School Board Codes of Conduct](#)

[PPM 164 – Requirements for Remote Learning](#)

Definitions

Bullying – is defined as a form of (typically) repeated, persistent and aggressive behaviour directed an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.

A power imbalance may occur between a pupil and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or receipt of special education. Bullying usually happens when one or more students tease, threaten, spread rumours about, exclude, hit, shove, or hurt another person.

Bullying can take different forms. These include:

- Physical: unwanted sexual touching, hitting, shoving, stealing or damaging property

- Verbal: inappropriate epithets, remarks, jokes or innuendos, name calling, mocking, making sexist, sexualized, racist, homophobic, transphobic, and/or derogatory or profane comments

- Social: excluding others from a goup or spreading gossip or rumours about them

- Electronic: (commonly known as cyberbullying): spreading rumours, innuendos, hurtful comments, inappropriate images, cartoons or jokes, using cellphones, e-mail, text messaging, gaming platforms and/or through social media

BYOD - Bring Your Own Device, such as, but not limited to, cell/smart phones, laptops, tablets, and other technology.

Digital Citizenship - Users recognize the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world, and they act and model in ways that are safe, legal and ethical.

Guest Network – The BYOD network where a user may access the internet and limited HCDSB technology.

HCDSB Network -The primary corporate network where access to HCDSB resources is restricted to HCDSB technology and Users.

HCDSB Supported Tools - online digital programs for which HCDSB staff provide ongoing support

HCDSB Technology - Technology resources include, but are not limited to, computers, tablets, phones, cellular/mobile technology, servers, networks, Internet services, printers, periphera, IOT devices (Internet of Things), computer applications, data, email and collaboration tools, as well as third-party Internet service providers to HCDSB include E-Learning Ontario and online textbook vendors. The examples of the services they provide are software, virtual learning environments and digital textbooks.

Internet of Things - The internet of things, or IoT, is a system of interrelated computing devices, mechanical and digital machines, objects that are provided with unique identifiers and the ability to transfer data over a network without requiring human-to-human or human-to-computer interaction.

User - A user is any individual granted authorization to access HCDSB technology, as defined above.

Principles

HCDSB is committed to preparing our students for the workplace and for success in a world that continues to evolve through advances in technology.

Fundamental to student success is the ability to use technology responsibly to gather, evaluate, construct and share knowledge in a 21st Century world. The objective is to develop the HCDSB community as global citizens and 21st Century learners who strive to achieve the Ontario Catholic School Graduate Expectations.

At HCDSB, educators and learners collaborate in innovative school and classroom communities that encourage student engagement, learning and achievement. As such, HCDSB is committed to:

- taking reasonable precautions to ensure that data is secure and safe and should be used for intended purposes only;

- committed to using technology resources responsibly;

- complying with federal and provincial legislation, as well as, HCDSB policies and corresponding operating procedures;

- supporting innovative teaching practices and instructional methods enabled by technology to more precisely address the learning needs of all students;

- engaging students in authentic, personalized, relevant inquiry learning;

- modernizing schools and classrooms that support and enhance innovation in learning;

- providing high capacity network infrastructure, software deployment strategies, cloud-based applications and seamless BYOD;

- mapping the Ontario Catholic School Graduate Expectations to the 21st century (global) competencies;

- providing staff with training and resources to better utilize technology relevant to their learning needs.

Requirements

HCDSB is committed to providing education that is distinctively Catholic, nurturing the call to love and serve by creating positive climates for learning and working.

As such, users of HCDSB technology:

- are not permitted to engage in cyberbullying, transmit, request, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, pornographic, threatening, offensive, racist, illegal material or material that violates the right to be free of discrimination of groups protected under the Ontario Human Rights Code;

- may not willfully access any files or content that may damage, compromise, violate, infiltrate or in any way negatively affect HCDSB computers, electronic devices or network or those of other users;

- must not attempt to gain unauthorized access to Board technology or data nor attempt to disrupt or destroy data;

- must not connect any devices or technology to the HCDSB network;

- may only connect BYOD to the Guest network;

- must respect all privacy laws;

- must respect all copyright laws that protect software owners, artists and writers.

Information Technology staff employ the use of tools to monitor and secure internet activity to safeguard the HCDSB, staff and student data and privacy.

Information Technology staff are responsible for ensuring the health and operational capacity of technology, equipment, systems, networks, and other HCDSB technology.

Parents/Guardians shall be given a notice to sign when students are issued an email for the first time and be informed as to the platforms the students will be using and have access to. This will be required in Kindergarten to Grade 3.

All users are responsible for:

- ensuring that technology is used in accordance with HCDSB policies and procedures;

- complying with the school's Code of Conduct;

- ensuring that technology is used to support teaching and learning in accordance with HCDSB teaching and learning expectations;

- using technology in a legal, ethical, safe and responsible manner consistent with the purposes for which it is provided;

- security of their personal network logins and passwords - they should not be shared with anyone other than a parent/guardian (students) or, in some cases, HCDSB personnel, such as but not limited to teachers, administrators, or IT account administrators;

- ensuring that photos, videos or images of an individual/group are not posted online/shared digitally unless consent from the individual(s) – over the age of 18 – or parental consent (for those under the age of 18) has been obtained at the beginning of the school year; and

- ensuring that technology is not used for political campaigning or union business unless approved by the Director of Education.

All users must be aware that:

- Information created with HCDSB technology and on HCDSB-managed systems remains the property of and is accessible by the HCDSB; therefore, users should have no expectation of privacy in anything they create store, send or receive using HCDSB technology;

- Any information posted publicly adheres to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA);

- Under MFIPPA, all electronic records are subject to a Freedom of Information request.

Consequences: Remedial and Disciplinary Action

Individuals who do not comply with this Policy will be subject to appropriate consequences consistent with HCDSB policies and procedures related to Codes of Conduct, progressive discipline and the Education Act.

Consequences may include, but are not limited to, the following, either singularly or in combination depending on the individual circumstances:

- limitations, suspension and/or revocation of access privileges to personal and HCDSB technology resources;
- for staff, appropriate disciplinary measures, up to and including dismissal;
- for students, appropriate progressive discipline measures within the Education Act, or
- legal action and prosecution by the relevant authorities.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____

Chair of the Board