

## Procedure No. VI-62

Use of Technology and Digital Citizenship	
Adopted: April 1, 2019	Last Reviewed/Revised: Date January 3, 2022
Next Scheduled Review: 2024-2025	
<b>Associated Policies &amp; Procedures:</b> <a href="#">I-43 Use of Technology and Digital Citizenship</a> <a href="#">VI-63 Social Media</a> <a href="#">I-02 Records and Information Management</a> <a href="#">VI-82 Records and Information Management Procedure</a> <a href="#">I-07 Privacy Protection Policy</a> <a href="#">VI-81 Privacy Protection Procedure</a> <a href="#">VI-51 Security Breach Procedure</a> <a href="#">I-24 Fraud Management</a> <a href="#">VI-24 Fraud Management</a> <a href="#">I-36 Trustee Code of Conduct</a> <a href="#">II-39 Progressive Discipline &amp; Safety in Schools Code of Conduct – Suspensions &amp; Expulsions</a> <a href="#">VI-44 Progressive Discipline and Safety in Schools</a> <a href="#">II-40 Bullying Prevention and Intervention</a> <a href="#">II-45 Equity and Inclusive Education</a> <a href="#">VI-54 Equity and Inclusive Education</a> <a href="#">VI-60 Student Groups in Catholic Schools</a> <a href="#">III-14 Employee Code of Conduct</a> <a href="#">III-16 Workplace Harassment</a> <a href="#">IV-04 Loss or Damage to Personal Items</a>	

### Purpose

The purpose of this Procedure is to support the application of the Halton Catholic District School Board (HCDSB) Use of Technology & Digital Citizenship Policy I-43.

HCDSB supports the benefits that technology can bring to its daily operating activities and student achievement. All users are required to know and abide by this procedure in order to ensure information technology resources are being used in a responsible, respectful and lawful manner.

## Application and Scope

This procedure applies to students, staff, trustees, volunteers, and any individual using HCDSB technology as defined below.

## 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 at 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 group 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, peripherals 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 21<sup>st</sup> century (global) competencies;
- providing staff with training and resources to better utilize technology relevant to their learning needs.

## Requirements

All users must review and be familiar with HCDSB Policy I-43 Use of Technology & Digital Citizenship.

All users must be committed to using HCDSB and/or Ministry of Education contracted tools.

All users must fully respect intellectual property rights including copyright, privacy rights, human rights (including the right of freedom from harassment), defamation, and criminal laws. In addition, users must fully respect Safe Schools policies and procedures, as well as, all other pertinent legislation, regulations and policies in force.

All users are responsible for the care and security of HCDSB technology.

**Superintendents, principals and managers/supervisors are responsible for:**

- ensuring that staff review policy I-43 Use of Technology & Digital Citizenship;
- establishing and monitoring digital citizenship and responsibility through the school's Code of Conduct;
- instructing and modeling, for staff and students, digital citizenship and responsibility; and
- ensuring that all communication is in compliance with applicable privacy legislation, and that all records in the custody and control of the HCDSB that contain personal information that pertains to a student or staff member will be maintained in strict confidence;
- reviewing acceptable use of technology with all staff and students;
- ensuring that if an educator wishes to use a tool that is outside those supported by HCDSB and/or the Ontario Ministry of Education, they should apply an informed professional judgement keeping in mind the Considerations for Use of Non-Supported Digital Tools outlined below. In addition, the school administrator must be made aware that the educator is using the digital tool with their students when student data is inputted and/or collected and consent must be obtained by parents. (Appendix A)

**Educators are responsible for:**

- the supervision of student use of technology;

- instructing and modeling, for students, digital citizenship, responsibility, and the safe use of technology as referenced in the *Acceptable Use of Electronic Assets* at the beginning of the school year or semester;
- determining when students are able to access HCDSB technology or their personally owned devices, for educational purposes only;
- ensuring that all communication is in compliance with applicable privacy legislation, and that all records in the custody and control of the HCDSB that contain personal information that pertains to a student or staff member will be maintained in strict confidence; and
- ensuring that if they wish to use a tool that is outside those supported by HCDSB and/or the Ontario Ministry of Education, they should apply an informed professional judgement keeping in mind the Considerations for Use of Non-Supported Digital Tools outlined below. In addition, the educator must make the school administrator aware that the educator is using the digital tool with their students when student data is inputted and/or collected and consent must be obtained by parents. (Appendix A)

### HCDSB Supported Online Educational Tools

The following tools are supported by HCDSB and/or the Ontario Ministry of Education:

- **Office 365**  
This includes, but is not limited to, programs such as Outlook, Teams, Word, Excel, PowerPoint, Class Notebook, Sway, and Forms.
- **Brightspace D2L** (the Ministry purchased and supported virtual Learning Environment).  
Ministry created course content is available through the D2L platform in addition to a wide variety of tools that assist in assessment, feedback, collaboration, communication, and classroom management.
- **Google Workspace** (Formerly G Suite)  
A secure collaboration and productivity apps for businesses of all sizes. Includes Gmail, Drive, Docs, Sheets and Meet. To request a new digital resource, follow the HCDSB Digital Resource Request Process.

### Considerations for Use of Non-supported Digital Tools:

- **Usage:**
  - The pedagogical reason for using the tool.
  - How does the tool enhance learning and tie into the curriculum expectations?
  - If students are permitted to use the tool (e.g., verify the age requirements of the digital tool being considered, it is not limited to over 13/18 years of age etc.)
  - There is no current HCDSB or Ministry of Education approved tool that can perform the same task.
- **Student Data:**

- The digital tool requires students to create an account. (This raises privacy concerns regarding the personal information that is required to create the account or the information that the student may upload to the account).
- The digital tool collects student data.
- The digital tool has signed a student data act or uses a third party to help protect data (e.g., [www.privo.com](http://www.privo.com), etc.)
- **Data Ownership:**
  - Company vs. User. Does the digital tool/company own any uploaded data from its users?
  - Use of Data. Can user's data collected through use of the tool be used for the tool's/company's marketing or research purposes?
  - Length of Data Retention. Can the tool/company license or sell user data in perpetuity (even if the user removes the data from the tool)?
- **Corporate Digital Citizenship:**
  - The company keeps data confidential and safe in a reliable country.
  - The company is accountable to a legal body (legal means can be taken if necessary).
  - The company will notify the user if it changes the terms of service or privacy policy.
- **Overall Considerations:**
  - Informed consent: Educators must obtain informed consent from students' parents for digital tools that are not supported by HCDSB or the Ministry of Education.
  - Terms of Use and Privacy Policy: Educators must ensure that they read and understand the terms of service and privacy policy associated with the digital tool.
  - Familiarity with the digital tool: Educators should test the proposed digital tool and feel comfortable with its use for educational purposes.

**Students are responsible for:**

- using HCDSB technology for curriculum-related/educational purposes only;
- using personally owned technology for curriculum-related/educational purposes only while on HCDSB property (e.g. classrooms or instructional time) with staff permission;
- using personally-owned technology in accordance with the obligations and responsibilities outlined in policy I-43 Use of Technology & Digital Citizenship;
- demonstrating digital citizenship through the appropriate use of technology, as outlined in schools' Codes of Conduct;
- reporting any inappropriate use of email, data or unauthorized technology to a teacher or administrator immediately; and
- the care, maintenance and security of their personal electronic devices – the HCDSB is not responsible for the replacement of lost, stolen or damaged items.

BYOD means students bring their own devices to school for educational purposes. In the classroom, students will use devices responsibly, and only with the permission and direction of the teacher or other staff member.

Students will see teachers incorporate digital resources into their lessons where appropriate and students will use digital resources to demonstrate their learning. Educational online resources will be able to be accessed through the HCDSB's networks. As such, students will be encouraged to BYOD (Bring Your Own Device) and connect to the HCDSB's guest network. When relevant to curriculum and instruction, teachers may permit the use of any personal electronic device in a manner that meets the current policy as a classroom learning device. A personal electronic device is any technology device that is brought into a school and owned by a user.

Students will also be able to access educational resources using their personal electronic devices outside the classroom, in libraries, learning commons, cafeterias and other common areas. By accessing the Internet while on HCDSB property or by logging in with a HCDSB login, students accept all terms and conditions of the HCDSB network and Internet use, as well as the terms outlined in this policy.

To support the development of Digital Citizenship and 21<sup>st</sup> Century Learning, all students will be issued an HCDSB email account for educational purposes. Student email accounts will be deactivated upon departure from HCDSB. The account will remain active for 30 days after their last login / access. After the 30 days the account will become disabled but remains accessible for 60 days.

#### **Consequences: Remedial and Disciplinary Action**

Individuals who do not comply with Policy I-43 Use of Technology & Digital Citizenship 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;
- appropriate disciplinary measures (staff), up to and including dismissal;
- appropriate progressive discipline measures (students) within the Education Act; or
- legal action and prosecution by the relevant authorities.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: \_\_\_\_\_  
*Director of Education and Secretary of the Board*

**Online Educational Applications  
& Tools Consent Form**

**TO BE COMPLETED BY TEACHER:**

Name of Online Tool/Application Requiring Consent:

\_\_\_\_\_

How does this online tool/application relate to the curriculum being taught?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How this Tool/Application will be used in the Classroom with students?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For more information regarding the proposed application/tool, please review the following;

Website address: \_\_\_\_\_

Website terms of use:

\_\_\_\_\_

Website privacy policy:

\_\_\_\_\_

Please contact me if you have any questions.

\_\_\_\_\_

Teacher's Name

\_\_\_\_\_

School Name

**TO BE COMPLETED BY PARENT/GUARDIAN:**

\_\_\_\_\_

Student's Full Name

\_\_\_\_\_

Date of Birth

I, the parent/guardian of the above-named student, provide my consent for use of this online tool/application for classroom purposes as set out on this form.

\_\_\_\_\_

Parent's/Guardian's Full Name

\_\_\_\_\_

Parent's/Guardian's Signature

Date: \_\_\_\_\_

PLEASE RETURN THIS FORM TO YOUR CHILD'S TEACHER - Your privacy is important to us. Until this form is submitted, this online tool/application will not be used for your child.

