

ROLLING RIVER SCHOOL DIVISION POLICY

Acceptable Student Use of Technology and Electronic Communication

JF/P

Rolling River School Division (RRSD) recognizes that new technologies in today's society can enhance learning environments by providing students ways to create, collaborate, communicate and think critically.

To support the Division's commitment in the use of information technology and enhance the digital learning environment across the Division, students are provided with access to computers, devices, networks and other technology resources. The Division will ensure that interactions within this learning environment contribute to a safe and positive school climate.

This policy and regulation applies to:

- All student use of School Division computers, devices, networks and facilities owned, or leased and operated by the Division.
- Student-owned devices used to access the Division network and related resources.

To be permitted access to any Division technologies or related resources:

1. Parent(s) or guardian(s) of students under 18 years of age must annually sign the Division's Acceptable Use Agreement (Appendix A).
2. Students 18 years of age, must annually sign the Division's Acceptable Use Agreement (Appendix A).

To comply with The Freedom of Information and Protection of Privacy Act (FIPPA), the School Division requests consent annually from parents or students to post or publish photos of students, examples of student work and information on various public forums and media outlets.

Students are responsible for their activity, behaviour and communications over the network and are expected to comply with all Division policies related to the respectful, responsible, ethical and lawful use of technology.

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Date Adopted: October 9, 2019

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Student use of Rolling River School Division's networks and technology is for educational purposes only and is a privilege, not a right. This regulation outlines students' responsibilities associated for the respectful, ethical, and legal use of Division technologies and resources.

Internet use is an important component of the integration of technology and communications with learning in the School Division. Teachers will guide students to become responsible digital citizens in order to:

- access information on topics studied in the classroom;
- communicate rapidly with other users around the world;
- collaborate with others in different locations on topics of common interest;
- become competent global citizens.

A. General Student Responsibilities

When using technology at school, it is expected that students will:

- act responsibly and protect the equipment from misuse, loss, theft or damage and promptly notify the Division/School Administration in any such event;
- obey network and Internet limitations and restrictions put in place by the Division;
- accept responsibility for their actions in accessing Division technology and communication resources;
- use good judgment at all times and to respect the rights and privacy of other technology users;
- follow generally accepted network etiquette rules, including using appropriate language and content in all correspondence or communications;
- obey all applicable copyright and intellectual property laws;
- use only the Divisional accounts (e.g. network login, e-mail) assigned to them by the Division IT Department;
- ensure all user IDs and passwords for Divisional accounts remain confidential
- close all Internet browser windows and log off the Divisional network when not directly using a computer or mobile device;
- maintain settings and software previously installed by the Division IT Department; do not modify or uninstall software;
- access only Internet sites with content appropriate for a school environment;
- treat others with respect and engage in appropriate behaviours as per Policy GBCB – Harassment Prevention, Policy GBCD-JFA-KGB – Code of Conduct, and Policy JG – Safe & Caring Schools;
- do not reveal personal information about themselves and/or others online, including but not limited to, name, age and location;
- respect the direction of their teachers as to when, and what technology use is appropriate while in class.
- use only Division managed or endorsed technology and communication systems unless otherwise approved through the Coordinator of Instruction, Curriculum, and Technology.
- accept the consequences of inappropriate use of technology, as outlined in this policy;

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Examples of prohibited activities:

- Any action that violates existing Division policy, public or copyright law.
- Accessing another's personal accounts or passwords without permission.
- Releasing personal information such as address, phone number, or names.
- Sharing or posting information about others including employees and students.
- Purporting to act on behalf of or impersonate the Division or someone else.
- Disclosing any passwords to another user or to a third party.
- Employing Division technologies for commercial or political purposes (e.g. promoting and/or advertising commercial events, promoting a political party or candidate).
- Unauthorized access to, or distribution of confidential or proprietary material of the Division.
- Distributing unsolicited, non-business-related email. (e.g. spam or chain mail).
- Sending, displaying or downloading offensive messages or pictures.
- Using obscene language, harassing, insulting or attacking others, maligning or defaming the Division, its employees, its students or the Rolling River School Division community.
- Sending fraudulent or anonymous messages.
- Deliberately accessing, downloading, storing, transmitting or printing inappropriate content that contains obscene or objectionable material, including files or messages that are vulgar or sexually explicit, or that contain profane language or degrade others.
- Downloading and/or installing unauthorized software on workstations or other Division owned devices.
- Deliberately bypassing, attempting to bypass or disabling any workstation or network level security measures implemented by the Division.
- Any attempts to alter, damage, congest or destroy data on the division's network include, but are not limited to:
 - knowingly distributing or propagating files that may introduce a virus to the system.
 - denial of service attacks.
 - unauthorized access to any information or systems on the network.
- Any non-school related online activity.

B. Student Safety

Ensuring student safety while accessing the internet is the shared responsibility of Division personnel, parents/guardians and students.

Network and internet access measures, in addition to staff and student training and procedures, are in place to encourage safe and ethical use of the Internet. The School Division employs the use of web content-filtering software to support our educational goals and initiatives (e.g. conducting research, communicating for legitimate school or educational activities).

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Student use of technology and communication resources will take place in settings supervised by instructional staff. Teachers will guide students toward appropriate online materials to ensure that all students are utilizing the Internet in a manner consistent with the mission of the School Division.

C. Student Owned Devices

All rules and procedures of this policy also apply to student owned devices accessing the School Division network.

Students are permitted to use student owned devices as part of their school day with the understanding that such use is limited to supporting curricular outcomes in the classroom.

Students are only permitted network access to the secure wireless network using their Division supplied access credentials.

Students accessing the internet on personal devices using the Division WiFi network will be provided with filtered internet access. Beyond this safety measure, the School Division is not responsible for supervising student internet access on personal devices outside of in-class use.

The School Division assumes no responsibility for the loss, damage or theft of any student owned device; nor will the Division be liable for the loss of any data on a student owned device due to any technical or other difficulties.

Division IT staff will only provide direction for students to connect to the secure Wi-Fi network. Division IT Staff will not provide technical support or other services for student owned devices.

D. Privacy Notice

- Rolling River School Division's network is intended for educational or research purposes.
- The Division owns all data and information that is stored on or transmitted by Division technology or networks.
- Students have no privacy when they are using Division technology or networks even if students are using their own devices.
 - The Division will monitor student use of Division technologies for the purpose of:
 - administering and operating its networks and related systems.
 - conducting investigations into violations of this or other policies.
 - online activities by students and to access student user accounts and email accounts in cases where there is reasonable cause to suspect misuse of the system or unlawful activity.
 - disclosure of the student's confidential information, as well as infringements on individual staff and student privacy.
 - preventing defamatory statements and harassment by students (which contravenes Safe & Caring Schools Policy).
 - protecting the student's reputation.
 - complying with the Division's legislated duties.

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E. Social Media & Other Interactive Online Services

Students are responsible for any information posted on social media sites or any interactive online services using either Division-owned or personal devices.

Please refer to Appendix A for Guidelines for Safe Student Use of Social Media.

F. Enforcement Policy

Students are responsible for their actions and are encouraged to report any unauthorized or inappropriate use immediately to their teacher or school administration.

Failure to comply with the rules and procedures set out in this policy may result in disciplinary action as necessary.

Disciplinary action may include temporary or permanent loss to technology access, suspension or expulsion from the Division, and/or legal action. Any suspension of network access may necessitate withdrawal from any technology-related courses in which a student is enrolled.

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“APPENDIX A”

Guidelines for Safe Student Use of Social Media

Access to the Internet provides students with opportunities to use social media and other online interactive services on externally-hosted, public websites that benefit learning, communication and social interaction.

Students must abide by the Terms and Conditions as set out by the service to which they are subscribing as a condition of creating an account on any public social media site. Many of these services are hosted in the United States of America. The Children's Online Privacy Protection Act (COPPA) guidelines dictate that children under 13 years of age will not be permitted to subscribe to the service.

Teachers will not direct students to create personal accounts on public social media sites without prior authorization from the Coordinator of Instruction, Curriculum, and Technology and parents.

Students are responsible for any information posted on social media sites or any interactive online services using either Division-owned or personal devices.

Safe Social Media Use Guidelines

Student use of social media and any interactive online services is be guided by these principles:

1. Be Aware
2. Be Safe
3. Be Respectful
4. Be Honest
5. Be an Ambassador
6. Be Healthy

Be Aware

- Be aware your digital footprint is permanent that what goes online stays online.
- Think before you post text, images, videos, etc. Do not post anything you wouldn't feel comfortable having friends, parents, teachers, or a future employer see.
- Never post or respond to posts in anger.
- Always consider the effects your words might have before you post.

Be Safe

- Never post or give out personal information, including, but not limited to, names, phone numbers, addresses, or birth dates.
- Never share your user ID or password.
- Be aware of your privacy settings and location service settings and know when they change. Review these settings frequently.
- If you don't know the person, do not friend them, open their emails, respond to their texts, etc.
- Be wary of emails from hacked accounts. Even if the email comes from someone you know, if it looks suspicious, delete it or follow up with your friend for confirmation.

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Be Respectful

- Always ask permission before you publish a photo or video of anyone.
- Do not post offensive and insulting comments.
- Respect your teacher. Social media (Facebook, Instagram, Twitter, etc.) is not permitted during class time unless specifically authorized by the teacher.
- Always ask permission before forwarding someone else's words/emails/texts/etc.
- Always ask permission before uploading and tagging a picture of someone.
- Never access another user's account.
- Never pretend to be someone you aren't.
- Stop the activity if and when someone asks you to stop doing something online. (e.g. texting them repeatedly)
- If someone asks you to take down a post, image, etc., respect their wishes and take it down.
- Respect the rules of the virtual space you are in. (For example, if you are part of a class Edmodo site dedicated to homework questions, ensure that your questions are relevant.

Be Honest

- Do your own work! Do not use other people's intellectual property without their permission. It is a violation of copyright law to simply copy and paste other's thoughts or work.
- When referencing someone else's idea(s) or work online, be sure to cite your source with the URL.
- Obtain permission or the rights to use any images, etc. you find on the Internet.

Be an Ambassador for your School and School Division

- Disagree but do it respectfully. Ensure that criticism is constructive and not hurtful.
- Consider linking to other websites to support your thoughts and ideas. However, read the entire article prior to linking to ensure that all information is relevant and appropriate for a school setting.
- Ensure that any content you post does not reflect poorly upon the school or on you.
- Ensure that comments by other individuals in response to any content you post do not develop into something that negatively impacts the School Division or others. Should that occur, remove the initial post.
- Do not publish or post disrespectful or harassing remarks. Social media is not the venue to vent.
- When creating anything online, permission from the school Principal is required before using the Division or School name, logo, photos or other intellectual property (documents produced by the school or students).

Be Healthy: Tips for Home

- Limit the amount of time you spend time working online.
- Balance your time online and time being active every day.
- Balance your time online and your time talking to people face-to-face.
- Silence your device and suppress notifications after a reasonable hour every evening.
- Avoid spending time in front of your screen right before bed. The artificial light from the screen before bed can disrupt normal sleep patterns.

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“APPENDIX B”

Acceptable Student Use of Technology and Electronic Communication Student Use Agreement

A. Internet Use Parent Advisory

Rolling River School Division (RRSD) believes that technology and access to the internet are valuable resources that teachers use as a means to extend and enhance the learning experience in the classroom. Your child may have regular access to the technology available in their school and in turn, access to the internet.

All RRSD students will be supplied with a Division managed Office 365 account which includes an email address, cloud-based document storage, and a set of productivity and collaboration tools that can be used at school and at home.

These resources are provided to students with the understanding that they will be used for educational purposes only and any use will comply with the following Division policies including:

- Acceptable Student Use of Technology and Electronic Communication (Policy JF)
- Code of Conduct (Policy GBCD/JFA/KGB)

B. Student Acceptable Use Agreement

I have read and agree to comply with the Division Policies regarding my responsibilities as a Rolling River School Division student as they pertain to my use of information technology. I understand and agree that access to technology provided by the Division is for educational purposes only.

School: _____

Student Name: (Print) _____ Grade: _____

Student Signature: _____

As a parent or guardian of the above student, I have read and agree to support the Division's policies.

(Parent or guardian signature required for students less than 18 years of age.)

Name of Parent or Guardian (Print): _____

Signature of Parent or Guardian: _____

Date: _____

Note: Parents and students must annually sign Section B of Policy - JF on the School Registration Form. For students who turn 18 years of age during the school year, the school will ensure that the student signs a new media release form prior to their 18th birthday.