

<i>Rainy River District School Board</i>	SECTION 2 <i>School Administration & Organization</i>
INFORMATION/COMMUNICATION TECHNOLOGY USE	2.64

POLICY

The Rainy River District School Board encourages the use of information technologies as productivity enhancement tools by Board staff and students in support of educational and Board-related business activities.

The Rainy River District School Board provides every school with access to information technology, which includes Internet access delivered through a Board wide network system.

RATIONALE

The purpose of using the Rainy River District School Board's information technology-equipment by staff, students, volunteers, parents, school councils, and school volunteers is to support education for classroom activities and/or professional or career development. Information technology systems and all data and messages generated on or handled by Board equipment are considered to be the property of the Board and are not the property of users of the information technology.

Technology will continue to evolve and the use of technology in education will continue to increase. The Rainy River District School Board recognizes the benefits of technology for educational purposes and the value of appropriate use of technology in support of learning.

IMPLEMENTATION

GUIDELINES

- 1.1 Personal electronic devices and other electronic signaling devices are not to be used during class time in the school or during school activities (eg. field trips, extra-curricular) except at the discretion of the principal. Cellular phones are disruptive if they are activated in class. Even if used for silent messaging, incoming signals distract the student's attention away from the instruction and can interfere with both learning and teaching.

- 1.2 Restricting classroom use of personal electronic devices will eliminate inappropriate activity. The use of digital image capturing devices, such as digital cameras in cell phones and personal digital assistants (PDAs), have the potential to be used in a manner that violates the privacy and dignity of others.
- 1.3 Personal computers are to be allowed within the Board and to connect to the Board's network at the discretion of the principal and the Information Technology Services Department.
- 1.4 The Board shall establish and monitor information technology systems and set standards for their use by having:
 - Principals and supervisors (or designates) responsible for ensuring that employees, students and other users are familiar with this policy, the Information Technology Communication Procedure and the Information Technology Use Standards document. Employees, students and other users are expected to apply the standards appropriately and a copy will be made available to new staff members or users new to the school or system.
 - Restricted use of electronic devices during times of crisis.
 - Principals facilitate and monitor the process for administering Technology Use Agreements for all students in the school as appropriate, as outlined in Information/Communication Technology Use Procedure. A signed student contract shall be maintained at each school a student attends.
 - Staff development for safe and appropriate information/communication technology use, where appropriate.
- 2.0 Failure to Comply
- 2.1 Certain breaches of this policy statement may constitute an offence under Canada's Criminal Code and other applicable legislation. Where appropriate, offences of this nature shall be reported to the police and dealt with accordingly.
- 2.2 Failure to observe the rules may result in the loss of computer privileges and other consequences consistent with Board Policies and Procedures.
- 2.3 The school principal has the right to suspend any student's access to the Board's computer facilities for a period to be determined by the principal in the event of a breach of this policy. The failure by a student to comply with this policy statement shall be dealt with according to the school Code of Conduct.
- 2.4 Employees are subject to all appropriate Board policies and any applicable collective agreements, and any violations shall be dealt with accordingly.

3.0 Expectation of Privacy

3.1 Employees

Although the Board respects the privacy of its employees, employee privacy does not extend to the employee's use of Board Internet systems. No person using such resources should expect privacy in their electronic storage and communications.

All communications and information downloaded from the Internet constitute Board property and in cases where access to a user's account for system/trouble-shooting purposes is required, attempts to request the user's permission shall be made first.

3.2 Students

Students should:

- Be aware that the Board has the right to inspect any communications transmitted through or pursuant to its network.
- Use their home computer to conduct communications of a strictly private or personal nature.
- Be accountable for behaviour off school property, which has a negative impact on the school environment, including but not limited to behaviour which greatly harms the tone or dynamics of the school or the safety or security of its members.
- Not use the internet or other technologies to threaten, harass or demean another member, or members, of the school community, and where this action interferes with the member's or members' safety or ability to function in the school, the student shall be subject to Board policies and procedures.

4.0 Limitation of Liability and Indemnification

4.1 The Board makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the system will be error-free or without defect. The Board will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The Board is not responsible for the accuracy or quality of the information obtained through or stored on the system. The Board will not be responsible for financial obligations arising through the unauthorized use of the system. Users will indemnify and hold the Board harmless from any losses as the result of intentional misuse of the system by the user.

<p><u>CROSS REFERENCE</u></p> <p>Policy 2.65 Code of Conduct</p>	<p><u>Date Approved</u> February 5, 2008</p> <p><u>Board Motion</u> #118</p> <p><u>Review Prior to</u> 2013</p>	<p><u>LEGAL/MINISTRY OF EDUCATION REFERENCE</u></p>
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