

## Administrative Procedure 140

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# COMPUTER/ONLINE SERVICES RESPONSIBLE USE

### Background

Prairie South School Division believes that the use of computing technology provides an opportunity for relevant and challenging life-long learning. Technology plays a role in all facets of Prairie South Schools, from curriculum and instruction to facilities and operations.

The use of technology at Prairie South Schools is predicated on the principles of responsible use and digital citizenship guided by the Saskatchewan Ministry of Education's "Digital Citizenship in Education in Saskatchewan Schools" policy planning guide (2015). The internet is vast and continually evolving, and with responsible use, offer countless learning opportunities. To help facilitate Prairie South Schools will continually affiliate with leading online educational resources that will ensure seamless access for users. This provides the opportunity for scaffolded online learning opportunities in a moderated faction.

### Guidelines

The Board has provided all students and staff with individualized accounts and passwords to access computer and online services in support of instructional and administrative activities.

### Procedures

1. Responsible use of computer technology, networks and online services include:
  - 1.1 Learning activities that support instructional outcomes;
  - 1.2 Operational activities that are components of a user's day-to-day work;
  - 1.3 Research supporting educational programs sponsored by the Division;
  - 1.4 Communications between staff, students, parents and others outside of the division containing messages or information, the content of which is not in conflict with Board policies and Board procedures
  - 1.5 The use of affiliated online resources, where the individualized Prairie South Schools' account and password is used to authenticate, is preferred.

2. Irresponsible use of computing technology, networks, or online services, specifically includes but is not limited to the following:
  - 2.1 Damaging or altering the operation of the Division's computer network services, or interfering with other users' ability to use these services or other external network services;
  - 2.2 Creating or distributing communications, materials, information, data or images reasonably regarded as threatening, abusive, harassing, discriminatory, obscene, or in violation of or inconsistent with any Board policy or administrative procedure;
  - 2.3 Infringing on the rights or liberties of others; using profane or harassing language intending to offend or insult others;
  - 2.4 Illegal or criminal use;
  - 2.5 Causing or permitting materials protected by copyright trademark, services mark, trade name, trade secret, confidentiality or proprietary data, or communications of another, to be uploaded to a computer or information system, published, broadcast, or in any way disseminated without authorization of the owner;
  - 2.6 Use of any hardware, software or services that may pose risk to Prairie South Schools, violating licensing, or is contrary to any Board procedures;
  - 2.7 Granting access to Division computers, networks, and online services to individuals not authorized by the Board either by intentional conduct such as disclosing passwords or by unintentional conduct such as failing to log off;
  - 2.8 Conducting commercial, profit-motivated, or partisan political activities not related to Division programs;
  - 2.9 Interfering with other users' ability to use Division computing technology, networks, and online services including attempting to read, delete, copy, modify, or forge information contained in the files of other users;
  - 2.10 Promoting the use of drugs or alcohol; or unethical practices that violate law or Board policy;
  - 2.11 Disclosing information to individuals or organizations with no written or formal authority to possess such information;
  - 2.12 Accessing data or equipment to which the user does not have authority;
  - 2.13 Storing confidential material with third parties not affiliated with Prairie South Schools or on personally owned devices that are not registered/vetted by the Board.

## Acceptable Use Agreements

1. The Division has developed separate Acceptable Use Agreement forms that must be signed by staff, students and authorized non-employees.
2. The student Acceptable Use Agreement must be signed by students and their parent(s) or guardian(s) (if under the age of 18) and shall:
  - Outline the responsible use of the school division technology
  - Outline the responsible use of web-based resources
  - Address respect for the integrity of the school division network and the files of other authorized users be created in the form of an agreement between the students, parents, and staff.

## Outcomes of Unacceptable Use

1. Users in violation of this administrative procedure will be subject to a discipline process that may include:
  - removal of computer and privileges
  - suspension, expulsion/termination
  - recovery of cost of damage to data or equipment
2. When there are reasonable and probable grounds to believe that a user has used computing technology, networks, and/or online services for criminal or illegal purposes, this will be reported to the appropriate authorities.
3. Schools shall communicate their acceptable use policy to their communities.

## Privacy Standard

To maintain system integrity, monitor network etiquette, and ensure responsible network use, Information Technology Department staff may, under the direction and supervision of a designated Superintendent, periodically review user files, communications and network traffic. Users should not expect that files and other information communicated or stored on division servers would always be private.

Staff, students and stakeholders are advised that any matter created, received, stored in or sent from the division's network or email system is not necessarily private and all material is subject to the LAFOIPP legislation in Saskatchewan. The Director or designate reserves the right to access any file to determine whether or not an employee or student is utilizing the network appropriately and within the guidelines found in this procedure.

Reference: Section 85, 87, 175 Education Act,  
LAFOIPP

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