



## Shared Roles and Responsibilities for Digital Technology in Schools

### Rationale:

*“Digital literacy and citizenship is an important skill to have in today’s technology based world. The BC Ministry of Education defines digital literacy as the interest, attitude, and ability of individuals to appropriately use digital technology and communication tools to access, manage, integrate, analyze, and evaluate information, construct new knowledge, create, and communicate with others.” - BC Ministry of Education*

Use of technologies and digital citizenship is a shared responsibility between students, parents/guardians, educators, schools, districts, and governments. Given the dynamic nature of digital technology, all groups work together to reduce the risks posed by Internet usage and promote positive digital citizenship practices.

This overview provides the responsibilities of the various stakeholders in Central Okanagan Public Schools to mitigate and manage risks associated with digital technology usage, through student education and supervision, through informing and supporting employees, and through network filtering and monitoring.

### Shared Responsibilities

#### District Learning Technology Department will:

- Establish and maintain sustainable service offerings, which include:
  - Hardware, software and configuration standards;
  - Operational strategies for hardware and software (ie. computer installation, user accounts administration and virus protection strategies).
- Provide access to District Technology Resources (websites, e-mail, etc.);
- Leverage available monitoring tools as necessary on District Technology Resources and follow established processes and procedures to protect the integrity of the network. Actions may include revoking individual privileges or entire site privileges where it is deemed that temporary exclusion from the network is necessary to maintain the health of the network;
- Adhere to the *Freedom of Information and Protection of Privacy Act*;
- Provide resources and information to help govern the appropriate use of technology;
- Ensure that parents/guardians are informed of the individual student’s responsibility to use District Technology Resources in a safe, ethical and educational manner;
- Take measures to prevent objectionable and illegal access of information. Internet access includes the potential for encountering information that is inappropriate for students;
- Endeavour to provide a reliable, sustainable technology environment;
- Perform regular firewall security posture reviews in conjunction with the Ministry of Education’s Enhanced Cybersecurity Services (ECS) project.

#### School/Site Administrators will:

- Ensure the equitable provision of digital access to all students;
- Ensure that parents/guardians are informed about policies governing student use of District Technology and Network Resources ([Policy 486 - Student Use Of Network Services and Digital Technologies](#));



- Ensure that parents/guardians are informed of the **Responsible Student Use of Personal Technology Devices, School Technology, and District Networks** as written in each school's Code of Conduct;
- Ensure appropriate student supervision through staff oversight, including (but not limited to) internet activity;
- Ensure that students and staff are informed in the safe use of District Technology Resources and that they understand the inherent risks associated with using technology;
- Ensure that resources are available to help staff guide students in managing appropriate student use of digital technology in accordance with each school's Code of Conduct, and apply any consequences as required (including restricting access for inappropriate use).

#### **Teachers and Support Staff will:**

- Educate students in the responsible use of personal technology devices, school technology, and district networks, as well as provide guidance to students for minimizing online risks (as per [Policy 486 - Student Use Of Network Services and Digital Technologies](#) and each school's code of conduct);
- Obtain [student and/or parental consent](#) for any and all digital applications used with students;
- Encourage parental involvement in developing their children's digital citizenship;
- Supervise and monitor student use of technology;
- Curate resources and leverage safe search websites depending on the age and maturity of their learners.

#### **Students will:**

- Demonstrate **Responsible Student Use of Personal Technology Devices, School Technology, and District Networks** as per each school's Code of Conduct (and in accordance with [Policy 486: Student Use of Network Services and Digital Technologies](#));
- Some examples of responsible use with district and personal devices include the following:
  - **Act responsibly** when accessing technology and district networks, including the Internet in their school.
  - Use technology equipment and property according to all applicable rules and with **care and respect**.
  - Engage in **appropriate use** as directed by school staff.
  - Respect the **safety and privacy of self and others** and do not provide personal contact information about themselves or other students.
  - Treat others with **respect and kindness** when using digital devices and network services.
  - Respect **resource limits** of the network services and do not engage in activities that jeopardize the integrity, security or performance of the network.
  - Understand the importance of **privacy and security** and take all reasonable precautions when accessing network services and digital technologies.

The use of Personal Technology Devices, School Technology, and District Networks is a privilege and usage may be revoked at any time for inappropriate conduct. Schools will not be held responsible for any misplaced, lost, stolen, or broken items brought to school by students. Use of network services and digital technologies which violate the terms outlined in policy and/or the School's Code of Conduct may result in serious consequences including definite or indefinite suspensions and/or police intervention.



### **Security:**

Central Okanagan Public Schools uses internet filtering and monitoring as a means of preventing access to material that is obscene, illegal and/or harmful to minors. This filtering applies to all devices accessing the Internet through District Technology Resources, regardless of whether the devices are Board of Education-assigned or personally owned. If monitoring leads to the discovery that a student has failed to follow the regulations, then a fair and reasonable investigation will be carried out. As a preventative measure, the following terms must be adhered to:

- Information will not be posted by students if it:
  - Violates the privacy of others;
  - Jeopardizes the health and safety of students;
  - Is obscene, libelous or discriminatory;
  - Causes disruption of school activities;
  - Plagiarizes the work of others;
  - Is a commercial advertisement.
- Students will not change or delete files belonging to others.
- Real-time messaging and online chat may only be used with the permission of the teacher.
- Students will not reveal their personal information (such as name, home address, phone number, personal images or anything that personally identifies themselves) while in correspondence with unknown parties.
- Students are responsible for reporting any inappropriate material they receive, or any material that makes them feel uncomfortable.
- Students are prohibited from viewing, sending and accessing illegal material, or any other Internet-based material that is inconsistent with the educational mission of the Central Okanagan Public Schools.
- Students are prohibited from downloading inappropriate or illegal material.
- Students should never agree to meet with anyone encountered online.

### **Disciplinary Consequences**

Central Okanagan Public Schools reserves the right to monitor and inspect all activities connected to District Technology Resources, including activities from personal devices. A search and investigation associated with any technology or network use (with a school or personal device) will be conducted if there is reasonable suspicion that the terms of this regulation have been violated. Discipline for inappropriate use may include, but is not limited to, one or more of the following:

- Parents/Guardians will be contacted and informed of the student misconduct;
  - Temporary confiscation of the student's personally owned device(s) by school authorities;
  - Temporary revocation of access to some or all District Technology Resources, including (but not limited to) internet access, use of school-based or personal devices, and/or printing;
  - Disciplinary action according to applicable Board of Education policies;
  - Legal action, according to applicable laws.
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