

DISTRICT-WIDE APPLICATION OF TECHNOLOGY

KOOTENAY COLUMBIA
SCHOOL DISTRICT NO. 20

Policy 1.15: District-Wide Application of Technology
Regulation 1.15.1-R: District-Wide Application of Technology
Administrative Procedure 1.15.1-AP: Rules for Acceptable Use of Technology

POLICY 1.15 DISTRICT-WIDE APPLICATION OF TECHNOLOGY

Adopted: 2005-04-13
Reviewed: 2008-05-15
Revised: 2006-03-24, 2006-04-24

The Board of School District No. 20 (Kootenay-Columbia) recognizes the value of computing and telecommunication technologies to facilitate instruction, communication and administrative processes.

The Board recognizes the value of short and long term planning to ensure equitable levels of access, hardware, software and training for students, teachers, administrators and support staff.

The Board recognizes the importance of shielding students and staff from inappropriate content within district facilities.

The Board believes that access to district technology resources is an important part of education and operation of School District No. 20.

Users of School District No. 20 technology are expected to act in a responsible fashion, respecting courtesy, individual privacy and district regulations and procedures. Consequences will be applied to anyone who does not comply with this policy and attendant regulations and procedures.

REGULATION 1.15.1-R DISTRICT-WIDE APPLICATION OF TECHNOLOGY

Adopted: 2005-04-13
Reviewed: 2008-05-15
Revised: 2005-06-10, 2006-10-23, 2006-04-24, 2006-10-27

1. District Level – The school district is responsible for providing:

- 1.1 staff and students with equitable access to technology in the form of hardware, software and network access
- 1.2 training when new requisite technology is implemented and when upgrades require new knowledge and skill sets
- 1.3 a procedure to monitor all use of the district's computing resources including access to all messages, files and data
- 1.4 for user privacy with the understanding that the school district has the right to access personal files or messages in cases of suspected inappropriate use
- 1.5 security systems to protect individuals and the school system
- 1.6 rules for technology use which include expected behavior standards and consequences for non-compliance
- 1.7 a standard Acceptable Use Agreement for volunteers, students and users other than School District employees to sign before Internet access is provided
- 1.8 a procedure for investigating any allegations of inappropriate use of district technology
- 1.9 annual review and revisions when necessary to ensure technology policies, regulations and procedures are current and relevant

2. School Level – The Principal shall:

- 2.1 ensure that parents and students are informed of the educational benefits as well as the potential risks in the use of technology
- 2.2 provide the District Acceptable Use Agreement for parents/guardians, students and users other than School District employees to sign before Internet access is provided
- 2.3 include a statement about the appropriate use of computer and network access that reflects Board policy in any student and staff handbooks
- 2.4 ensure that school technology policies, regulations and procedures are updated annually
- 2.5 be responsible for implementing procedures designed to ensure compliance with school and district technology expectations
- 2.6 develop and communicate school consequences for failure to comply with technology expectations

ADMINISTRATIVE PROCEDURE 1.15.1-AP RULES FOR ACCEPTABLE USE OF TECHNOLOGY
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Adopted: 2005-04-23
Reviewed: 2008-05-15
Revised: 2005-04-25, 2006-01-23, 2006-10-27

1. Acceptable Use – Users of technology in School District No. 20 are expected to:

- 1.1 behave as they would in any other school district environment when interacting with other technology users
- 1.2 conduct themselves in a responsible and polite manner
- 1.3 know that district computer hardware, software and systems are subject to inspection and monitoring at any time if misuse is suspected

2. Unacceptable Use

- 2.1 duplicating, storing, transmitting, or intentionally accessing pornographic, abuse, obscene, harassing or copyright violation materials
- 2.2 participating in activities which might compromise system security – ie, chain letters, pyramid schemes
- 2.3 vandalizing through willful, malicious actions
- 2.4 violating or attempting to violate the security or functioning of district computers, data or network equipment or services
- 2.5 sharing passwords with others unless necessary for technical support or administrative purposes
- 2.6 violating personal privacy as governed by the Freedom of Information and Protection of Privacy Act
- 2.7 using district technology for business or commercial purposes for personal profit
- 2.8 violating any Canadian law through technology usage

2.9 acting in ways that are deemed inappropriate for technology use in the district

3. Rules and Consequences for Use of Technology

3.1 District rules for acceptable use of technology apply whether district network access is gained from within or outside district sites

3.2 All volunteers, students or members of the public (where appropriate) must complete and sign an Acceptable Use Agreement to be kept on file in the school district

3.3 Any user identified as a security risk may be allowed only restricted access to school district networks and services

3.4 Failure to comply with Rules for Acceptable Use of Technology will result in consequences appropriate to the situation