

**THE PROTESTANT SEPARATE SCHOOL BOARD  
OF THE TOWN OF PENETANGUISHENE**

**POLICY MANUAL**

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**POLICY TITLE:**

**SECTION CODE:**

**Responsible Use of Technology**

**School Operations D – 49**

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**APPROVAL DATE:**

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**July 9, 2024**

**September 14, 2020**

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**POLICY STATEMENT**

It is the policy of The Protestant Separate School Board of the Town of Penetanguishene to endorse the use of existing and emerging technologies to promote educational excellence and that the Internet and the Board's Information Technology are used to support learning in a manner that is consistent with the Board's Mission, Vision and Values Statements, Protestant values, Strategic Plan directions and in accordance with Policy/Program Memorandum 128.

**PURPOSE**

The Protestant Separate School Board of the Town of Penetanguishene supports the benefits technology provides to the overall learning environment for students in both academic achievement and well-being. This policy provides all users with the required information to ensure that resources are being used in a safe and responsible manner. This policy applies both at school and during Remote Learning.

**Guidelines for Student Responsible Use of Technology**

**1. Purpose of the Network**

- 1.1 Use of Information technologies owned or operated by the Board must be used for the purpose of enhancing education and instruction and to conduct Board business.
- 1.2 Use of the Board's Wide Area Network and its connection to the Internet for advertisement or monetary profit must have Board approval.
- 1.3 The Board will from time to time and without prior notice to the student, access and/or monitor the Board's Electronic Information Systems.

**2. Network Etiquette or "Netiquette"**

- 2.1 The Board provides access to the Internet for educational activities defined in the teacher instructional plans.
- 2.2 Users will not post, publish, or display any defamatory, abusive, threatening, sexually, racially offensive, profane, obscene, discriminatory based on sexual orientation, illegal and other material found to be offensive.
- 2.3 The sending or storage of offensive messages from any source is prohibited.

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2.4 Student browsing is monitored. Any questionable browsing (i.e. violence, suicide, self-harm) is flagged and reported to IT.

2.5 Users shall not copy information or software in violation of copyright laws.

2.6 Software and resources downloaded will be used only under the terms and conditions specified by the owner or creator of those resources.

2.7 The Principal/Vice Principal/IT Lead can only authorize an individual to download software, applications (“apps”) or executable (.exe) programs.

2.8 It is prohibited for a user to post messages and attribute them to another user.

2.9 Users will not plagiarize information that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

**3. Vandalism**

3.1 Transmission of any software having the purpose of damaging computer systems and files (i.e. computer viruses) is prohibited.

3.2 Any malicious attempt to harm or destroy the data of any person, computer or network linked to the Board’s Network is prohibited and will result in financial compensation to the Board and/or the pursuance of criminal charges and/or other disciplinary action consistent with the School Code of Conduct, Board policy and/or legal authorities.

3.3 Users will not attempt to gain unauthorized access to the Board's system or to any other computer system through the Board's system, or go beyond their authorized access. This includes attempting to log in through another person's account or accessing another person's files. These actions are illegal, even if only for the purposes of browsing.

**4. Security and Personal Safety**

4.1 Users may not share their passwords or accounts with others and must make all efforts to safeguard this information from unauthorized users.

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4.2 Users are advised to refrain from giving out personal information, such as their family name, email address, home address, school name, city, country or other information that could help someone locate or contact them in person.

4.3 Users will not post identifying photos, videos, or recordings. Any capture of photo, video or audio recording through the use of any device or sharing/posting of such will only be done with the expressed authorized permission of those involved.

4.4 The Board reserves the right to block access to sites and to conduct regular checks of the system as deemed appropriate.

4.5 The Board will restrict access to all social media platforms on the school's network and school devices. Social media platforms will only be used by students for educational purposes, directed by an educator.

4.6 Email for students is in a "Walled Garden" environment where students are only able to email classmates and teachers, within Burkevale. Emails are monitored and flagged for inappropriate language. In certain circumstances, students may receive emails from an outside organization with school approval.

4.7 An individual search will be conducted if there is reasonable cause to suspect that a user has violated the law, the school code of conduct, and/or the Student Responsible Use of Technology Agreement. (Appendix A Grades JK – 3 and Appendix B Grades 4 – 8)

4.8 Personal files are discoverable under public records law.

**5. Inappropriate Material**

5.1 Unauthorized interactive gaming will not be accessed through the Board Network.

5.2 Upon access to or receipt of material that is educationally inappropriate and contrary to the Board's Mission, Vision and Values Statements, the user shall immediately turn off the display and report the incident to the classroom teacher, staff, and/or immediate supervisor.

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**6. Personal Mobile Device**

6.1 A personal mobile device refers to any personal electronic device that can be used to communicate or access the Internet, such as a cell phone or tablet. The use of personal mobile devices at school are not permitted by any member of the school community during the instructional day (including nutritional breaks and recess) except under the following circumstances:

- a) for educational purposes as directed by an educator
- b) for health and medical purposes in consultation with school administration and parents/guardians
- c) to support special education needs as directed by an educator

6.2 Grade 7 and 8 students' personal mobile devices must be stored out of view and powered off or set to silent mode during instructional time, except when their use is explicitly permitted by the educator under the circumstances listed above.

6.3 If the educator sees a personal mobile device that is not stored out of view, they must require the device be handed in for the instructional period and the device must be placed, by the student, in a storage area in a location in the classroom designated by the educator.

6.4 Students from Kindergarten to grade 6 must store their personal mobile device out of view and it must be powered off or set to silent mode throughout the full instructional day, except when their use is explicitly permitted by the educator under the circumstances listed above.

6.5 If the educator sees a personal mobile device that is not stored out of view, they must require the device be handed in for the instructional day and the device must be placed, by the student, in a storage area in a location designated by the principal.

6.6 Annual notification will be sent to parents and students reminding them of the policy, its requirements and consequences for non-compliance.

**7. Violations**

7.1 The Principal/Vice-Principal of the school will deal with violations of the Student Responsible Use of Technology Agreement. Students found in violation of the agreement (such as not handing in their personal mobile device when required) may face disciplinary action, consistent with PSSBP policies related to Code of Conduct and progressive discipline which

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may include, but not limited to, the following, either singularly or in combination depending on the individual circumstances:

- a) Suspension from the Board network;
- b) Revoking access to electronic devices and the Internet on the Board network;
- c) Suspension from school;
- d) Paying the cost of any damages/losses resulting from the student's inappropriate use of the references;
- e) Referral to the police.

7.2 Staff who do not comply with this policy will be subject to appropriate consequences consistent with PSSBP policies related to Codes of Conduct and the Education Act up to and including dismissal.