



Procedure Section: **Business and Administrative Matters**

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Procedure Name: **Responsible Use of Learning Technology and Data**

618

PROCEDURE

Responsible Use of Learning Technology and Data

These procedures set out the responsibilities of the Keewatin-Patricia District School Board (KPDSB), schools, and users of learning technology. Also included are examples of unacceptable uses and consequences for inappropriate use.

Using Learning Technology

1. All users of KPDSB learning technology resources are responsible for appropriate and ethical behaviour at all times.
2. Employees will promote the ethical use of technology resources and will provide guidance, support, supervision, and instruction to students as they access educational resources.
3. Employees must be aware that the data they create with KPDSB learning technology and on KPDSB-managed systems remains the property of the KPDSB.
4. All users must be aware that the KPDSB cannot guarantee the confidentiality of information stored on any network or technology device belonging to the KPDSB because of the need to protect the KPDSB's information and network.
5. All KPDSB technology supplied to, or used by, KPDSB employees, Trustees, students, and volunteers remains the property of the KPDSB which gives the KPDSB the right to monitor any and all activity on its technology and systems.
6. Users are responsible for exercising good judgement regarding reasonable personal use. Users must not have any expectation of privacy when storing personal information on KPDSB networks or KPDSB-owned technology.
7. For security and network maintenance purposes, authorized individuals within the KPDSB may monitor technology, equipment, systems, and network traffic at any time. The KPDSB reserves the right to audit technology, networks, and systems on a periodic basis to ensure compliance with this procedure.
8. All users must keep passwords secure and not share accounts. Authorized users are responsible for the security of their passwords and accounts.

9. All users must ensure that any information posted to the Internet is consistent with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
10. Under MFIPPA, all electronic records are subject to a Freedom of Information request.
11. At no time will KPDSB technology be used for individual commercial purposes or personal financial gain. The KPDSB retains ownership, control, and copyright over anything created, composed, or otherwise developed using KPDSB technology resources.
12. The KPDSB assumes no liability for any direct or indirect damages arising from the user's connection to the internet or misuse of technology. The KPDSB is not responsible for the accuracy of information found on the internet and only facilitates access and dissemination of information through its systems.

Board Issued Equipment

1. Staff may be assigned laptops, Chromebooks, tablets, iPads, and other electronic computing equipment. Schools will also have sets of computing devices such as laptops, Chromebooks, and tablets. Before an employee is assigned a device, they must sign and return *Procedure 618, Form A - Device User Agreement* to the Learning Technology Department
2. In the event that an employee terminates employment with the KPDSB, or their employment is terminated by the KPDSB, the employee will return the equipment on or before their last day.
3. The employee is responsible for the set-up of equipment off site. The Learning Technology Department will provide hardware and software support during regular office hours. The Learning Technology Department will not provide off site support at any time.

Prohibited Uses

1. Posting student work, photographs, and/or video images on any public website without prior written consent from the student's parent or guardian. **Form Consent to Release Personal Information**
2. Posting student's personal information such as class lists, marks, and demographic information in a non-secured environment.

3. Copying or downloading copyrighted and/or intellectual property materials such as movies, music, and images.
4. Using the learning technology during the school or workday for purposes unrelated to learning or work.
5. Accessing illegal, harassing, obscene, pornographic, racist, libelous, threatening, promoting physical violence or sexually explicit resources.
6. Using electronic mail to send obscene, threatening, harassing, libelous, discriminatory, or inflammatory messages.
7. Installing unauthorized software.
8. Causing disruption of the internet and/or intranet.
9. Using KPDSB technology at any location for the purposes of bullying and/or harassing.
10. Damaging the work of an individual or organization.
11. Using inappropriate language or being disrespectful when communicating over the internet.
12. Accessing private or personal information without prior authorization.
13. Using the internet or email accounts in a manner that is not consistent with the mission of the KPDSB, misrepresents

Compliance

1. All users are expected to comply with this procedure. Failure to comply with this procedure could result in disciplinary action.
2. Appropriate legal authorities may be contacted if there is any suspicion of illegal activity.
3. In the event that an employee has violated this procedure, the employee will be provided with notice of such violation. An employee's access to the KPDSB's learning technology may be denied, restricted, or suspended and additional disciplinary action may be taken up to and including dismissal.