



Policy Section: **Business and Administrative Matters**

**600**

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

**618**

## **Policy Statement**

It is the policy of the Keewatin-Patricia District School Board (KPDSB) to provide direction and responsibilities to anyone using KPDSB learning technology resources. This policy incorporates guidelines that enhance business operating efficiencies for administrative purposes, complies with relevant legislation, and supports the educational experiences of students through enabling learning opportunities.

## **Rationale**

The KPDSB is committed to providing all users with access to learning technology resources and acknowledges the benefits that technology can bring to support its daily operating activities and student achievement.

The KPDSB also realizes that there is a considerable amount of sensitive and confidential information residing on computers and other electronic devices owned by the KPDSB that must be secured and protected.

## **Guidelines**

1. All users must fully respect intellectual property rights including copyrights, privacy rights, human rights (including the right of freedom from harassment), defamation, and criminal laws. In addition, users must fully respect Safe and Supportive School Guidelines, as well as other pertinent legislation, regulations, policies, and guidelines in force.
2. The KPDSB accepts its responsibility to define 'responsible use' of its learning technology resources

Cross Reference  
Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)  
Provincial Freedom of Information and Protection of Privacy Act (PFIPPA)

Date Adopted: 09/02/2021

Policies

318, Privacy and Information Management

321, Safe and Supportive Schools

706, Employee Code of Conduct

709, Workplace Harassment

717, Accountability

Procedures

618, Responsible Use of Learning Technology and Data

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Review By: 2022



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3. All users are responsible for:

- a) Ensuring they use learning technology resources in an appropriate manner in accordance with KPDSB policies, procedures, and pertinent legislation;
- b) Using the KPDSB's learning technology resources in a responsible and ethical manner, consistent with the educational, informational, and work-related purposes, for which they are provided;
- c) Ensuring that any use of personal and KPDSB issued technology devices that access KPDSB resources (i.e., email, enterprise system, student/staff data and information, social media, etc.) are password protected; and
- d) Ensuring any Board data (including student names and assessment data) is safe and secured in appropriate and supported systems.