

JAMES BAY LOWLANDS SECONDARY SCHOOL BOARD
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ADMINISTRATIVE PROCEDURE GENERAL ADMINISTRATION: NO. 185	
Effective	August 21, 2019
Last Revised	June 30, 2023

STAFF AND STUDENT USE OF TECHNOLOGY

PURPOSE

The James Bay Lowlands Secondary School Board recognizes the value of technology in supporting student achievement, staff development, quality instruction, and efficient business practices. By integrating technology into the classroom, teachers are preparing students for careers and life in a global economy.

The school has a responsibility to use technology to build engaging, media-rich learning experiences, and to enhance student-focused, differentiated instruction.

The Board expects that technology services supplied by the Board and personal non-Board devices used on Board property or at Board-sponsored events will be handled in an appropriate and responsible manner.

Since inappropriate use of technology exposes the organization to risk, it is important to specify rules of conduct regarding what is permitted and what is prohibited. This administrative procedure is intended to promote a safe learning and working environment in Northern Lights Secondary School and the Board office.

DEFINITIONS

Internet: The internet is an electronic information medium connecting millions of computers all over the world. Users of the internet have access to:

- electronic mail;
- information and news;
- public domain and shareware software;
- discussion groups; and
- universities, colleges, libraries, and more.

Personal Non-Board Device: A personal, non-Board device is any computing device not owned or provided by the Board that is brought into a Board building or to a Board event, activity, or program by any user whether used for instructional or personal purposes. This procedure also applies to the use of personal technology outside of Board property if that use impacts on the school climate. Such devices include personal computers, smart phones, and tablets.

PROCEDURES

USE OF THE INTERNET

1. Board Expectations

- 1.1 Information acquired or generated shall be consistent with the explicit educational philosophy, aims, and objectives of Board Policy GOV-01 Values, Vision, and Mission. Therefore, the Board and the school will attempt to electronically block material not consistent with the Board's philosophy, aims, and objectives.
- 1.2 Use of the internet shall be for Board-authorized administrative, instructional, or research initiatives only.
- 1.3 All students are required to sign the Internet Use Application and Agreement. [Form ADMIN 185]
- 1.4 Parent/Guardian permission is required for independent study use by minors [under eighteen (18) years of age].
- 1.5 School access points to the internet must be approved in writing by the principal.

2. Restrictions

- 2.1 Without limiting the generality of the above, the following are examples of unacceptable use:
 - attempting to circumvent security systems;
 - developing, using, or viewing materials that harass others or involve obscene images and vulgar language;
 - transmitting fraudulent materials;
 - transmitting commercial or personal advertising, solicitations, or promotions for personal gain;
 - breaching software and copyright licensing agreements;
 - knowingly placing a virus into a computer;
 - using others' passwords; and
 - trespassing into others' folders, files, or work.

3. Curriculum

- 3.1 In order to match electronic resources as closely as possible with the school's curriculum, staff will review, evaluate, and post resources on home pages complying with Board procedures on the selection of learning materials.
- 3.2 Students may pursue independent electronic research upon the completion and submission of Form 185 Internet Use Regulations to the classroom teacher.

USE OF PERSONAL NON-BOARD DEVICES**4. Loss, Damage, or Theft of Personal Electronic Devices**

- 4.1 Students and staff members are responsible for safe-keeping their personal electronic devices. The school or administrative office is not responsible in the event of loss, damage, or theft.
- 4.2 If a student fails to abide by the rules of conduct outlined in this procedure, the electronic device may be confiscated and returned to the parent or guardian, or after the instructional day, or as appropriate to the circumstances.

5. Responsibilities for Use of Personal Devices**5.1 All Users:**

- a) All users shall understand and adhere to the terms of this administrative procedure with regard to the use of personal non-Board devices.
- b) All users will use personal technology in ways that do not disrupt other users or compromise the functionality of the system.
- c) All users will avoid the use of personal technology, whether on or off Board property, in a way that impacts negatively on the school climate.
- d) All users will avoid the use of Board accounts to promote political parties, religion, or advertising of any kind.

5.2 System and School Administrators:

- a) Administrators will work in conjunction with staff, parents, and students to develop expectations regarding the use of personal devices, and communicate expectations to all users.
- b) Administrators will ensure staff members adhere to the proper usage of non-Board devices when used in any Board facility, including the use of any online social networking tools.
- c) System and school administrators are responsible for managing any issues that arise, and for notifying their supervisor of any inappropriate use on any personal device of which they become aware.
- d) Administrators will ensure clearly defined sanctions appropriate to the degree of severity for misuse of non-Board devices, and apply corrective and disciplinary measures, as appropriate, to address violations of this procedure.

5.3 Teachers:

- a) Teachers will maintain a sense of professionalism at all times and maintain a clear distinction between personal and professional social media use.
- b) Teachers will not follow students on their personal social media accounts.
- c) Teachers will adhere to the applicable restrictions on the use of technology set out in Section 2 above when using personal devices.
- d) Teachers will ensure that the principal has approved the use of non-Board devices within the school or learning environment, and will manage and actively supervise student use of non-Board devices.

5.4 Students:

- a) Students shall practice safe, legal, and responsible use of personal devices.
- b) Students may use personal devices for educational purposes at the school if permitted by the teacher. The teacher will set out clear directions for this use.
- c) Personal electronic devices may be used during school-related activities (i.e., school field trips, sports events, etc.) only if the following conditions are met:
 - The teacher, other supervisor, or coach will designate the time, area, and location where students may use personal electronic devices.
 - After the designated time, area, and location has passed, all students must hand in all personal electronic devices to the staff. Staff members will then return the devices to students at the end of the event.
 - Photographs cannot be reproduced, transferred, published, or posted on the internet without the subject's and the supervisor's permission.

[Note: The Board will accept NO responsibility or liability for any photographs posted on the internet.]

- d) The above conditions for the use of personal electronic devices will be part of the field trip permission form which will be signed by both parents/guardians and the student.
- e) Students will never use personal devices for cyberbullying. Cyberbullying includes the use of e-mails and instant messaging, and text or digital imaging sent on cell phones or other personal electronic devices to intimidate, harm, exclude, or ruin another's reputation.

- f) The principal, in consultation with the supervisory officer, will determine whether cyberbullying outside the school constitutes a school matter. Key factors in determining whether the behaviour concerns the school will be:
- whether there is evidence that the student or students who have been threatened or intimidated are impaired in their ability to progress in their studies or responsibilities at school; and
 - whether the conduct is injurious to the moral tone of the school and/or affects school safety and security.
- g) If it is determined that the off-site behaviour affects the school in a negative way, the principal will intervene as if the inappropriate behaviour was initiated in the school, and may impose discipline according to the policies and administrative procedures of the Board or Ministry of Education, and may involve police services.

6. Board-Provided Mobile Devices

- 6.1 The Board may provide classrooms with technology in the form of mobile devices. These devices offer portability of use by staff members and students for work- and school-related activities. Classroom mobile devices are the property of the James Bay Lowlands Secondary School Board and do not belong to any one individual.
- 6.2 Additional care and understanding about how the devices should be handled, used, and stored is required by students and staff members.
- 6.3 No personal or confidential information shall be stored on these Board devices. Each user must remember that the device will be shared.
- 6.4 Classroom mobile devices may be used outside the school setting, such as being taken home by a teacher to do report cards or used during a school-sponsored event. While outside the school setting these devices are to be used only by the specified staff member or student.
- 6.5 Only school-approved software/applications are to be installed.
- 6.6 If a mobile device is lost, the user must notify the principal immediately in order to activate breach procedures.

7. Consequences of Misuse

- 7.1 Individuals who do not comply with this administrative procedure will be subject to appropriate consequences consistent with the Board or school code of conduct, the principles of progressive discipline, and legislation.
- 7.2 Consequences may include, but are not limited to, the following, either singularly or in combination depending on the individual circumstances:

- limitations or suspension being placed on access privileges to personal and Board technology resources;
- appropriate progressive disciplinary measures (staff), up to and including termination of employment;
- appropriate progressive discipline measures (students) within the Board and school code of conduct, Board policies and procedures, and the *Education Act, Part XIII Behaviour, Discipline and Safety*; and/or
- legal action and prosecution by the relevant authorities.

Refer to Appendix A – Safe Use of Technology Letter to Parents/Guardians which provides rationale, and parent/student form for safe student use of internet and technology.

REFERENCE DOCUMENTS

Legal:

Education Act, Section 169.1 Positive School Climate

Education Act, Section 265 Duties of Principal: Discipline and Care of Pupils and Property

Education Act, Part XIII Behaviour, Discipline and Safety

Ontario Regulation 298 Operation of Schools, section 11: Duties of Principals

Ontario Regulation 298 Operation of Schools, section 20: Duties of Teachers

Ontario Regulation 298 Operation of Schools, Section 23 Requirements for Pupils

Policy/Program Memorandum No. 128 The Provincial Code of Conduct and School Board Codes of Conduct

PPM No. 144 Bullying Prevention and Intervention

PPM No. 145 Progressive Discipline and Promoting Positive Student Behaviour

Ontario Human Rights Code

Criminal Code

Copyright Act

Municipal Freedom of Information and Protection of Privacy Act

Personal Health Information Protection Act

Board:

Board Policy GOV-01 Values, Vision, and Mission

Board Policy GOV-13 Equity and Inclusion

Board Policy GOV-20 Safe School Environment

Board Policy GOV-21 Appeals and Hearings Regarding Student Discipline

Board Policy GOV-22 Ontario North East Region Police/School Board Protocol

Administrative Procedure 379 Progressive Discipline: Students

Administrative Procedure 381 Student Suspension

Administrative Procedure 382 Student Expulsion

Administrative Procedure 480 Progressive Discipline: Employees

Administrative Procedure 530 Staff and Student Use of School Equipment

Form ADMIN 185 Internet Use Application and Agreement

Northern Lights Secondary School Code of Conduct