



RESPONSIBLE USE OF TECHNOLOGY

Background

Golden Hills School Division believes that, within a safe, caring and respectful environment, the use of technology adds significant value to student learning and that the skills acquired through its use are essential in preparing students for future success. Digital citizenship is the ability to navigate digital environments in a way that is responsible, safe and effective. All students are taught and encouraged to be successful digital citizens.

Additionally, the Division relies on its Technology Resources to conduct business. This includes Human Resources, Finance, Transportation and overall division administration.

Digital Citizenship for all users encompasses:

- Respect - personal information, equity in access, appropriate conduct online
- Protect - privacy, security, appropriate use
- Education - evaluation of digital tools and information, communication

Definitions

Users: Staff members, students and other people who use Golden Hills School Division's Technology Resources.

Division Technology Resources: Includes, but is not limited to, email, internet access, artificial intelligence (AI), installed software, personnel and student file storage and hardware.

Procedures

1. Principals shall:
 - 1.1. inform students, families and staff of the Division's and school's expectations for the responsible use of Division Technology Resources, each school year.
 - 1.2. support teachers in deliberately promoting healthy digital citizenship of students and staff.
 - 1.3. ensure the safe and effective use of school social media accounts.
2. All Users have the responsibility to respect and protect the rights of every other user in the Division and on the internet.
3. Staff will act professionally, ethically and morally when using Division Technology Resources.
4. Students will use Technology Resources responsibly and appropriately. They will:
 - 4.1. be supervised when using Division Technology Resources at school.
 - 4.2. be taught digital citizenship skills.
 - 4.3. use Division Technology Resources to enhance their learning.
 - 4.4. not share or post personal contact information for themselves or others. This includes full names, addresses, phone numbers and school address.
5. Division Technology Resources may not be used to:
 - 5.1. transmit information that violates provincial or federal legislation.
 - 5.2. duplicate, store or transmit threatening or abusive material.
 - 5.3. duplicate, store or transmit pornographic material.
 - 5.4. duplicate, store or transmit material in violation of copyright law.

6. Student Disciplinary Measures
 - 6.1. Inappropriate or irresponsible use will be dealt with at the discretion of the Principal. Discipline for inappropriate or irresponsible use of technology may include:
 - 6.1.1. a warning
 - 6.1.2. conversation with student and/or parents/guardians
 - 6.1.3. temporary removal of access
 - 6.1.4. permanent removal of access
7. All information and communication on division devices, email and files are subject to privacy regulations.
8. In using or accessing Division Technology Resources, users must comply with the following provisions.
 - 8.1. Users should not have an expectation of privacy in anything they create, store, send or receive on the Division system.
 - 8.2. All users will keep their passwords confidential.
9. Users of the Guest Wireless Network are subject to all division policies and procedures, and any provincial or federal laws related to internet use.

Reference:

- Education Act. SA 2012