



Shared Roles and Responsibilities for Digital Technology in Schools

Rationale:

“Digital literacy and citizenship is an important skill to have in today’s technology based world. The BC Ministry of Education defines digital literacy as the interest, attitude, and ability of individuals to appropriately use digital technology and communication tools to access, manage, integrate, analyze, and evaluate information, construct new knowledge, create, and communicate with others.” - BC Ministry of Education

Use of technologies and digital citizenship is a shared responsibility between students, parents/guardians, educators, schools, districts, and governments. Given the dynamic nature of digital technology, all groups work together to reduce the risks posed by Internet usage and promote positive digital citizenship practices.

This overview provides the responsibilities of the various stakeholders in Central Okanagan Public Schools to mitigate and manage risks associated with digital technology usage, through student education and supervision, through informing and supporting employees, and through network filtering and monitoring.

Shared Responsibilities:

District Learning Technology Department will:

- Establish and maintain sustainable service offerings, which include:
 - Hardware, software and configuration standards;
 - Operational strategies for hardware and software (ie. computer installation, user accounts administration and virus protection strategies).
- Provide access to District Technology Resources (websites, e-mail, etc.) to users outside of the Board of Education;
- Leverage available monitoring tools as necessary on District Technology Resources and follow established processes and procedures to protect the integrity of the network. Actions may include revoking individual privileges or entire site privileges where it is deemed that temporary exclusion from the network is necessary to maintain the health of the network;
- Adhere to the *Freedom of Information and Protection of Privacy Act*;
- Provide resources and information to help govern the appropriate use of technology;
- Ensure that parents/guardians are informed of the individual student’s responsibility to use District Technology Resources in a safe, ethical and educational manner;
- Take measures to prevent objectionable and illegal access of information. Internet access includes the potential for encountering information that is inappropriate for students;
- Endeavour to provide a reliable, sustainable technology environment;
- Perform monthly firewall security posture reviews in conjunction with the Ministry of Education’s Enhanced Cybersecurity Services (ECS) project.



School/Site Administrators will:

- Ensure the equitable provision of digital access to all students;
- Ensure that parents/guardians are informed about policies governing student use of District Technology Resources ([486 - Student Use Of Electronic And Social Media Communication](#));
- Ensure that parents/guardians are notified annually to complete the [SD23 Student Network Services and Digital Technologies - Student and Parent Agreement](#);
- Ensure appropriate student supervision through staff oversight, including (but not limited to) internet activity;
- Ensure that students and staff are informed in the safe use of District Technology Resources and that they understand the inherent risks associated with using technology;
- Ensure that resources are available to help staff guide students in managing appropriate student use of digital technology in accordance with the student user network agreement, and apply any consequences as required (including restricting access for inappropriate use).

Teachers and Support Staff will:

- Review and comply with the Board of Education's Policy [486 - Student Use Of Electronic And Social Media Communication](#);
- Know the status of the students' parental consent for any digital tools, including the completion of the [Annual Responsible Use of SD23 Student Network Services and Digital Technologies – Student & Parent Agreement](#);
- Educate students in the effective and ethical use of the Internet, social networking tools and other collaborative technologies and provide guidance to students for minimizing online risks;
- Encourage parents' involvement in developing their children's digital citizenship;
- Supervise and monitor student use of District Technology Resources;
- Curate resources and leverage safe search websites depending on the age and maturity of their learners.

Students will:

- Students are responsible for reviewing, signing, and complying with the [Student Use of Electronic and Social Media Communication Policy](#) (note: parents/guardians of students in Kindergarten to Grade 7 are responsible for reviewing, co-signing, and supporting their children in complying with the policy).

Ethical Guidelines:

Students may obtain access to the District Technology Resources, including the Internet, and are expected to display appropriate behavior and accountability. As such, students must:

- Review and sign (note: K-7 parents/guardians co-sign with their child) the [Annual SD23 Student Network Services and Digital Technologies - Student and Parent Agreement](#) in order to gain access to the District Technology Resources and understand compliance with the [Student Use of Electronic and Social Media Communication Policy](#) as a condition of their access;
- Use assigned devices as directed by their teachers;



- Show consideration to other students when digital resources are scarce;
- Protect access to their individual network accounts under the use of a private, personal password. Ensure that their password is not shared;
- Refrain from deliberately disrupting system performance or interfering with the work of other students;
- Refrain from intentionally damaging equipment, including (but not limited to) rearranging keyboards and key caps, and tampering with monitors, printers, or any other peripheral equipment;
- Leave devices and other technologies in their designated places;
- Leave equipment, device and room in good condition for the next student or class;
- Always log off devices after finishing work.

The use of District Technology Resources is a privilege and usage may be revoked at any time for inappropriate conduct. All students will:

- Exercise good judgment and use technology for educational or school-related purposes only;
- Respect copyright and software licensing laws;
- Refrain from unauthorized reading, modifying or deleting personal files owned by other users;
- Refrain from illicitly accessing, tampering with or experimenting with systems outside of the school network;
- Refrain from using technology to engage in or share obscene, profane, inflammatory, embarrassing, threatening, or disrespectful language or media of any kind;
- Refrain from using technology to engage in personal attacks.

Security:

Central Okanagan Public Schools uses internet filtering and monitoring as a means of preventing access to material that is obscene, illegal and/or harmful to minors. This filtering applies to all devices accessing the Internet through District Technology Resources, regardless of whether the devices are Board of Education-assigned or personally owned. If monitoring leads to the discovery that a student has failed to follow the regulations, then a fair and reasonable investigation will be carried out. As a preventative measure, the following terms must be adhered to:

- Information will not be posted by students if it:
 - Violates the privacy of others;
 - Jeopardizes the health and safety of students;
 - Is obscene, libelous or discriminatory;
 - Causes disruption of school activities;
 - Plagiarizes the work of others;
 - Is a commercial advertisement.
- Students will not change or delete files belonging to others.
- Real-time messaging and online chat may only be used with the permission of the teacher.
- Students will not reveal their personal information (such as last name, home address, email address, images, school name, phone number or anything that personally identifies themselves) while in correspondence with unknown parties.
- Students are responsible for reporting any inappropriate material they receive, or any material that makes them feel uncomfortable.



- Students are prohibited from viewing, sending and accessing illegal material, or any other Internet-based material that is inconsistent with the educational mission of the Central Okanagan Public Schools.
- Students are prohibited from downloading inappropriate or illegal material.
- Students should never agree to meet with anyone encountered online.

Disciplinary Consequences

Central Okanagan Public Schools reserves the right to monitor and inspect all activities connected to District Technology Resources, including activities from personal devices. A search and investigation associated with any student's Board of Education-provisioned computer account will be conducted if there is reasonable suspicion that the terms of this regulation have been violated. Discipline for inappropriate use may include, but is not limited to, one or more of the following:

- Parents/Guardians will be contacted and provided with the opportunity to be informed of, and defend or explain student misconduct;
 - Temporary confiscation of the student's personally owned device(s) by school authorities;
 - Temporary revocation of access to some or all District Technology Resources, including (but not limited to) internet access, wireless access, use of personal device and printing;
 - Disciplinary action according to applicable Board of Education policies;
 - Legal action, according to applicable laws.
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