Student Use of Information and Communications Technologies (ICT)

Lord Selkirk School Division provides students access to a variety of information and communication technologies to support student learning. The skill sets associated with use of information and communication technologies is fundamental for life in the 21st century. As such, the use of ICT has become an integral part of teaching and learning.

The Division supports the development of Literacy with Information and Communication Technology in students. This means thinking critically and creatively about information and about communication as citizens of the global community, while using ICT safely, responsibly, and ethically.

Access

Students will be provided with a username and password. Students should keep their username and password private and not share it with anyone else. Students and parents/guardians must accept the student technology agreement prior to using their account.

Students using the Division's networks and equipment do so at their own risk, and the Division cannot be held liable for any information that may be lost, damaged or unavailable due to technical or other difficulties.

Responsible Use

Technology, services, and network access provided to students are to be used only for educational purposes. Students should store information only in authorized storage services.

While using ICT at school, it is expected that students shall:

- Accept ultimate responsibility for their actions in accessing ICT.
- Access the network and the internet only under the supervision of instructional staff and accept the limitations placed on them by that supervisor and the Lord Selkirk School Division.
- Respect the rights and privacy of other technology users.
- Use only the Divisional accounts (e.g., network login, e-mail) assigned to them.
- Keep user IDs and passwords for Divisional accounts confidential.

- Follow generally accepted etiquette rules, including using appropriate language and content in all correspondence or communications.
- Not attempt to modify settings, unless approved by instructional or administrative staff, or uninstall programs installed by the MIST Department.
- Respect copyright.
- Use only Lord Selkirk School Division authorized technology and communication resources.
- Refrain from revealing personal information about themselves and others online, which includes but is not limited to the student's name, age and location.
- Be responsible for not pursuing inappropriate material on the Internet and inform instructional staff of any inappropriate sites to which they inadvertently navigate.
- Accept consequences of inappropriate use of technology, as outlined in this procedure.
- Use personal devices brought to school in a responsible manner, and only when and where appropriate.

Internet Safety

Internet use is a fundamental component of the use of technology and learning with technology in the Division.

Keeping students safe during Internet access is the joint responsibility of school and Division personnel, parents/guardians, and students. Safety measures in place include features, training and procedures that result in safe and ethical use of the Internet.

The Division has content filtering systems that restrict access to inappropriate content on the internet. Content on the internet is constantly changing and these systems are not always able to block everything that is inappropriate for a variety of reasons.

- School instructional staff will be trained to assist students to use the internet safely and responsibly.
- Students and their parents/guardians (for students under 18 years of age) are required to complete a Student Acceptable Use Agreement before students receive access to the school network.
- School instructional staff will review with students, once per year, guidelines for the Student Use of Information and Communications Technologies.
- Use of division-provided technology and communication resources by students will take place in settings supervised by instructional staff. Use of personal devices brought in by students may not be monitored.

Privacy

Students should not have any expectation of privacy with respect to any equipment or networks that the Division provides. This includes personal devices connected to

the Division's Wi-Fi network(s). The Division reserves the right to monitor student use of Divisional ICT to ensure the acceptable use by students. This may include accessing files, email, and other information where there is reasonable cause to suspect misuse of the system or violation of this procedure. Data on the use of ICT may be collected and stored for future investigations, retroactive analysis, and may be aggregated into reports to support effective ICT decision making.

Student school pictures will be used internally for the purposes of student identification, security, and incident management. Non-identifying data may be shared with authorized third parties for the same purposes. Photos of students will not be released publicly without permission of a parent/guardian.

Intellectual Property

Students must respect the creative work and intellectual property of others. Students will not plagiarize, use others' work without proper citation, or violate copyright laws.

Any intellectual property created by students is their property, but they grant Lord Selkirk School Division a perpetual license to use their intellectual property for promotional, recruiting, or communications purposes.

Prohibited Activities

While technology use is encouraged for educational purposes, certain activities are strictly prohibited to maintain a safe, secure, and productive learning environment. The following activities are prohibited:

- Attempting to gain unauthorized access to any school system, network, account, file, or data. This includes attempts to bypass or disable any system security measures.
- Engaging in any activity that is illegal or contrary to school policy, local, state, and federal laws.
- Accessing, storing, or sharing content that is obscene, offensive, threatening, or otherwise inappropriate.
- Harassing, insulting, or attacking others via technology, also known as cyberbullying.
- Deliberately introducing malware, viruses, or any software designed to damage or disrupt another user's equipment, software, or data.
- Installing unauthorized software, hardware, or modifications on school technology.
- Using someone else's identity or account or presenting false information about oneself or others while using technology resources.
- Using school technology resources for commercial activities, advertising, or personal financial gain.

- Engaging in activities that compromise the speed, performance, or capacity of the school's technology resources, such as unauthorized streaming content, unauthorized gaming, or storing large files not related to academic work.
- Actions that cause disruption to the school's technology resources or prevent others from using these resources.

The above list is not exhaustive. Any other activities that the division or school administration deems inappropriate or disruptive are also violations of this regulation. The division reserves the right to determine whether any activity constitutes inappropriate use of its technology resources.

Violations

Violation of any of the outlined guidelines will result in a loss of access privileges and, in turn, may necessitate withdrawal from any technology-related courses in which a student is enrolled.

Additional disciplinary action may be determined at the school level in line with the Division's Code of Conduct, including suspension or expulsion.

If applicable, law enforcement agencies may be involved.

Student Technology Agreement

I will be… Responsible

I accept that my choices and actions, as well as any accounts and/or technology entrusted to me, are my responsibility. Whether I am at school or off-campus, I will protect myself, my accounts/technology, and others by:

- Using passwords that nobody will be able to guess and that I will not share.
- Ensuring that the technology tools I use are kept safe, clean and that they are not defaced.
- Using online resources which are safe and appropriate.
- Making healthy choices about how, when, and where to use technology.

Respectful

I understand that I need to respect and protect myself, others, and the equipment in my care. I will:

- Follow the directions given to me by school staff.
- Use technology to help me learn.
- Create a positive digital presence that represents myself and my school in the best possible way.
- Respect the privacy of others.
- Obtain appropriate permission before taking and/or sharing pictures, video, or audio.
- Respect the time of others by avoiding texting and the use of social media during class and unstructured times unless it is part of the learning experience.

Ready

I will strive to:

- Be ready to learn every day and to arrive at school with a fully charged device.
- Practice skills and explore technologies that help my learning and productivity in a positive way.
- Find solutions to problems I encounter with technology.
- Do my best while learning from my mistakes/failures.

I understand that Lord Selkirk School Division may monitor things that I do on or with technology. I understand that if I damage technology hardware and/or software I will be responsible for reimbursing the Division.

I accept that any actions I take or behaviors I engage in which are not in line with responsible and respectful use will be handled in accordance with the behavioral guidelines established at each school.

Date: _____

Parent/Guardian Signature: _____

Student Name: _____

Student Signature: _____