



School District 19
(Revelstoke)

Revelstoke Board of Education

Policy Manual

3.8 Information Technology and MyEducationBC Usage and Access

The Revelstoke Board of Education believes that information technology resources provide a range of benefits to our students, staff, and community. Information technology resources including computers, mobile devices, wireless networking, and software applications are all potential components of the district learning and working environment. In addition to devices and services, digital and media citizenship are critical skills to effectively, safely, and ethically use the tools provided by information technology systems.

The Revelstoke Board of Education believes that access to these systems enhances learning and understanding. They are intended to provide students with the knowledge and skills to fully participate in a digital learning and working environment.

Guidelines

1. General

- 1.1. Information technology system resources or access are provided only for educational and / or administrative purposes and for conducting School District No. 19 (Revelstoke) business.
- 1.2. Use of information technology system resources is acceptable when it is consistent with the goals and policies of School District No. 19 (Revelstoke), and when it respects the rights of others and the laws of British Columbia and Canada.
- 1.3. Access to information technology system resources is a privilege, not a right and may be restricted or revoked as necessary by School District No. 19 (Revelstoke).
- 1.4. Personal or mobile devices (whether owned by the individual or district) must be used in a socially acceptable and ethical manner.

3.8 Computer, Internet and MyEducationBC Usage and Access cont.

- 1.5. Digital citizenship must be demonstrated by students and staff at all times during and after school hours that exemplifies safe, ethical, and appropriate use of information technology systems, including acknowledgement of copyright, intellectual property rights, and attribution of sources.
- 1.6. Use of social media by School District No. 19 (Revelstoke) students and staff must respect the rights of others, be appropriate, and reflect the laws and expectations of the community.
- 1.7. Students and staff must actively protect their own and the privacy and security of other students, staff, and community, and others and be in compliance with Freedom of Information and Protection of Privacy laws. This includes protecting the security of all information technology systems, and associated user accounts by not sharing or using others usernames and / or password information.

2. Staff

- 2.1. Ensure that personal use of information technology resources neither interferes with, nor distracts from, the duties and responsibilities of the employee.
- 2.2. Use of information technology systems in contravention of policy or the Employee Internet Use Approval Form may result in disciplinary action and/or the involvement of outside agencies.

3. Students

- 3.1. Ensure that personal use of electronic communications systems neither interferes with, nor distracts from, their learning or the learning of others.
- 3.2. Use of electronic and social media communication that violates the terms outlined in policy, the Student Internet Use Approval Form, or School Code of Conduct may result in consequences including suspension and/or the involvement of outside agencies.

4. MyEducationBC

- 4.1. All use of MyEducationBC may be monitored. Use of these systems by any individual may be reviewed by School District No. 19 (Revelstoke) or British Columbia Ministry of Education system administrators without prior notice.
- 4.2. Use of MyEducationBC and the data and information contained within the system must be in done within the requirements of the duties of the employee. No other uses of these systems or data is permitted.
- 4.3. Users of MyEducationBC must actively protect the privacy and security of students, staff, community, and others and be in compliance with Freedom of Information and Protection of Privacy laws.

Authorization for student access to information technology resources is granted only when the parent(s) / legal guardian(s) of the student have signed an Internet Use Approval Form. Authorization for staff, contractor, or required adult community member will be granted only when the individual has signed an Internet Use Approval Form. Signing denotes acceptance and agreement to be bound by this policy and any further rules and regulations respecting information technology resource use that are instituted by School District No. 19 (Revelstoke).

Information technology systems used within School District No. 19 (Revelstoke) may be managed to ensure availability of resources for all system users and compliance with the statutes of the *School Act* and *Freedom of Information and Personal Privacy Act*.

Definitions

Digital Citizenship - appropriate, responsible behaviour with regard to technology use.

Digital Footprint - the data trace or trail left by someone's activity in a digital environment.

Educational Purposes - purposes that directly support student learning.

Social Media - the use of web-based and mobile technologies to turn communication into interactive dialogue.