

# Horizon School Division

## DIGITAL RIGHTS AND RESPONSIBILITIES

### ACCEPTABLE AND RESPONSIBLE USE

### ADMINISTRATIVE GUIDELINES



## **DEFINITIONS**

### **ELECTRONIC TECHNOLOGY RESOURCES**

ELECTRONIC TECHNOLOGY RESOURCES REFERS TO ALL RESOURCES ON AND OFF THE NETWORK OF HORIZON SCHOOL DIVISION INCLUDING BUT NOT LIMITED TO: ALL HARDWARE, SOFTWARE, SERVICES (SUCH AS E-MAIL AND INTERNET ACCESS) AND INFORMATION RESOURCES (SUCH AS PERSONAL FILE STORAGE)].

### **GUIDELINES**

1. Jurisdictional electronic technology resources are intended for educational purposes and for business activities in the operation of schools and the division.
2. The use of electronic technology resources is subject to all policies and practices of both the division and the school. Divisional policy shall supersede school policy.
3. Staff who deliberately use jurisdictional electronic technology resources inappropriately will be subject to disciplinary or legal action, which may include termination of employment.
4. The division has the right to supervise the use of electronic technology resources. All users of such property should expect only limited privacy in the contents of any personal files or record of web research activities on the network. Horizon reserves the right to monitor, log, and search any and all aspects of its computer system and network including e-mail communications when required for operational needs or where there are reasonable grounds to suspect abuse, misuse, or noncompliance with Horizon School Division policies, regulations, administrative guidelines, or improper or illegal activity.
5. The jurisdiction has the right to specify who uses its electronic technology resources and the information contained therein, under what circumstances and to what purpose. Equipment purchased by the division belongs only to the division and neither employees, volunteers, nor students in the division have ownership rights to any equipment loaned to them by the division.
6. Any violation of this policy may result in, but not limited to:
  - a. Loss of access privileges
  - b. Loss of volunteer position
  - c. Student discipline measures
  - d. Employee discipline action such as employment suspension or termination or
  - e. Legal action, including criminal prosecution
7. All students should have the opportunity within available resources to access electronic technology resources to enhance learning.
8. The school has the responsibility to effectively manage and utilize electronic technology resources in order to maximize student learning opportunities.

Administrative Guidelines:

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9. Central coordination of computer resources is essential to the development and maintenance of an effective computer network.
10. Personal electronic technology resources such as cell phones, laptops, PDAs, digital music players, and other one way and two way communication devices that users may have access to or bring from home are dealt with under COMMUNICATION: SOCIAL MEDIA, WEB BASED AND DIVISION-OWNED VEHICLES (Attachment #4) ADMINISTRATIVE GUIDELINES.
11. Access to electronic technology resources is a privilege, not a right and users are expected to demonstrate the same kind of responsible behaviour while working or communicating in an electronic environment as would be expected of them in a classroom and/or school face to face setting.
  - 11.1 When issues arise schools will utilize them as citizenship learning opportunities

## **PROCEDURES**

### **1.0 Users**

- 1.1 Users shall not be granted access to the jurisdictional network including Internet access until network agreements are signed. Such users are expected to adhere to citizenship in a digital age standards.

### **2.0 Schools**

- 2.1 Given Horizon's membership in the Southern Alberta Computer Consortium and its computer acquisition agreement, schools shall coordinate all electronic technology purchases with the technology department to ensure alignment with the SACC agreement.
- 2.2 Schools are responsible for ensuring staff are able to effectively utilize available electronic technology.
- 2.3 School principals shall be responsible for having school procedures in place that provide opportunity for student access to electronic technology resources including signed acceptable use agreements for all students accessing the network. These procedures shall also address consequences of inappropriate behaviour.
  - 2.3.1 School staff shall ensure that all students receive Citizenship in a digital age and network training with particular attention being given to procedures, responsible use, and security before allowing them to use the network.

### **3.0 School Division**

- 3.1 Hardware/software acquisition planning shall reflect student program objectives and hardware selection will be based on the most effective solution for the program area.
- 3.2 The technology department in consultation with the administrator group shall be responsible for blocking Internet sites that are deemed to be inappropriate for users.

3.2.1 Filtering of Internet sites will provide flexibility given the unique cultural contexts. School Principals may request to the office of the Superintendent that sites and categories be removed from being blocked on a permanent or temporary basis when access to the information contained on the site is deemed appropriate.

3.3 Horizon School Division network storage areas and email provided to individual users are not private property. Horizon School Division network administrators may review files and communications to maintain system integrity and ensure the system is being used in a responsible manner.

3.4 Horizon School Division shall have in place policy and procedures that outline the contractual arrangements for users of electronic technology resources. The contracts shall specify terms and conditions of use, prohibited activities and consequences for breaking the agreement and be signed by or digitally accepted by the staff, or user.

#### **4.0 Software**

4.1 Only division or school owned software programs will be installed on Horizon School Division computer equipment.

4.2 Software installation will normally be done in consultation with the certified technical staff of the Horizon School Division and carried out in a manner consistent with established practices.

4.3 Software in use will be utilized only within the framework of purchase or license and copyright agreements.

#### **5.0 Internet**

5.1 All users shall adhere to division responsible use guidelines.

#### **6.0 Liability**

The Horizon School Division assumes no responsibility or liability if documents stored on Division equipment are lost or damaged, nor will the Division be responsible for security violations beyond the appropriate response to those persons involved in such violations. While the jurisdiction provides a level of redundancy of information, users are responsible for making backup copies of the documents critical to themselves.

**STUDENT CONTRACT FOR THE RESPONSIBLE USE OF ELECTRONIC  
TECHNOLOGY  
RESOURCES AND COMPUTER NETWORKS**

Throughout this document "**Horizon School Division**" is used to represent the Board of Trustees of Horizon School Division.

The Horizon School Division believes in the use of technology to develop the competencies they will need to be successful in life. Technology supports the teaching and learning environment and engages and empowers the learning community. The jurisdiction further recognizes that citizenship in a digital age is fundamental to the provision of citizenship and quality education within such learning environments.

In consideration of \_\_\_\_\_ being granted access to the wired and wireless network, including the issuance of a personal account for use on the system, the parties, including the student, his or her parent(s) or legal guardian(s), the sponsoring teacher, and the Board acknowledge and agree as follows:

**1. Privileges**

The use of the Internet is a privilege, not a right, and inappropriate use (as determined by Horizon School Division Staff) will result in a cancellation of those privileges.

**2. Supervision**

The division has the right to supervise the use of electronic technology resources. All users of such property should expect only limited privacy in the contents of any personal files or record of web research activities on the network. Horizon reserves the right to monitor, log, and search any and all aspects of its computer system and network usage including e-mail communications when required for operational needs or where there are reasonable grounds to suspect abuse, misuse, or noncompliance with Horizon School Division policies and regulations or improper or illegal activity.

**3. Responsible Use**

This Responsible Use Agreement is required for student use of any digital device in any Horizon School Division school. The Agreement will remain in effect until revoked by parents or administration. Contracts may be reviewed each school year as a springboard for teaching and learning around topics such as Internet safety, citizenship in a digital age and ethical use of technology.

Respecting and abiding by Canadian law, whether Federal, Provincial, Municipal or other statute,

Transmission of any material in violation of any Federal or Provincial regulation is prohibited. This includes but is not limited to the following:

Students will not engage in:

- (a) Illegal or unethical acts, including attempts to damage or destroy computer based information or information sources, involvement in plans to defraud, and downloading or transmission of unlawful information.

Administrative Guidelines:

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- (b) Downloading or transmission of pornographic, obscene or other socially unacceptable materials including profanity; vulgarities; sexual, racial, religious, or ethnic slurs
- (c) Gaining access to or revealing the personal data of others without authorization
- (d) Installation or transfer of commercial software, materials protected by trade secret or other copyright protected material where a registration fee is required by the author.
- (e) Sending messages or files containing any form of electronic information that is likely to result in loss or disruption of the recipient's work or system.
- (f) Plagiarism of information obtained via Internet.

I agree to the following:

Respect and Protect Yourself: Digital Well-being

- Use only my own personal login and keep my password private.
- Keep my personal information private. Do not give out personal information (address, telephone number, parents' work address/telephone number, or name and location of your school) without parental or teacher permission.
- Select online names that are appropriate.
- Not publishing my personal details, contact details or a schedule of my activity where strangers have access.
- Not revealing my passwords to anyone except Horizon employees.
- Use technology/Internet only with permission.
- Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behavior.
- Seek to understand the terms and conditions of websites and online communities.
- Tell an adult if you come across any information that makes you feel uncomfortable.
- Never agree to get together with someone you "meet" on-line without parental consent.
- Never send a personal picture or anything else without parents or teacher consent.
- That content I upload or post becomes part of my digital footprint, a foot print I will keep appropriate.
- Guide my use of technology and judge appropriateness of communication (text and image) knowing that it is permanent and can be accessed by someone years later.

Respect and Protect Others: Digital Interactions

- Protect privacy rights including not giving out my or others' personal details including full names, telephone numbers, addresses and images.
- Refrain from using profanity or abusive language.
- Refrain from actions that are malicious or harmful to others.
- Not use technology to bully or tease other people.
- Protect others by reporting abuse and not forwarding inappropriate materials or communications.
- Treat others with dignity and respect.
- Refrain from sharing information about others without their knowledge or consent.
- Refrain from posting or storing content that contains sexual, racial, religious, or ethnic slurs, any other form of abuse, or that contain threatening or otherwise offensive language or pictures.
- Respect the privacy of others.
- Not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student.

Respect and Protect Intellectual Property and other Property: Digital Preparedness

Administrative Guidelines:

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- Suitably cite any and all use of websites, books, media etc.
- Request to use the software and media others produce.
- Use all technology resources in school responsibly, respecting the learning environment.
- Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary).

I also agree to:

- Use digital devices in school to enhance learning across the curriculum.
- Demonstrate citizenship in a digital age in all online communication, including social networking.
- Respect the laws or rules of any other state, international agency or organization with whom I interact,
- Ensure I am authorized to access resources either inside or outside of the network prior to accessing them,
- Be a safe, responsible and ethical user whenever and wherever I use technology
- Use the internet for educational purposes and only as directed by Horizon staff

#### 4. Liabilities

Horizon School Division makes no warranties of any kind, whether expressed or implied, for the service it is providing. Horizon School Division will not be responsible for any damages or losses of data you suffer. Use of the Internet is at your own risk. Horizon School Division specifically denies any responsibility for the accuracy of or quality of information obtained through this service.

#### 5. Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem in the system, you should notify a teacher or system administrator. Do NOT demonstrate network problems to other users.

Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network. I, the undersigned, understand and will abide by the above **Terms and Conditions** for the Internet and network use. I further understand that violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

**In addition, we ask that parents and students sign below to agree to the following terms and conditions, which are specific to using personal devices.**

When I use my own wireless device (phone, iPod, iPad, laptop, or other wireless device) I agree to:

- a. only bring my wireless device into the classroom when approved by a teacher, and leave it on silent mode and in full view at all times.
- b. be responsible for the device at all times. It is my responsibility to ensure that it is locked in my locker at all times when not specifically required in the classroom.
- c. protect the privacy of others and never post or forward personal information about another person using Short Message Service (SMS)

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- d. only take photos and record sound or video when it is part of an approved lesson
- e. seek verbal permission from individuals involved before taking photos, recording sound or videoing them (including teachers)
- f. seek written permission from individuals involved before uploading or sending photos, recorded sound or video to anyone else or to any online space
- g. be respectful in the photos I take or video I capture and never use these as a tool for bullying.

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricular activities. I acknowledge and agree to follow these rules. I understand that my access to the internet and wireless technology at school will be renegotiated or revoked if I do not act responsibly.

*Please sign and return the attached page to the school.*

I, the undersigned, understand and will abide by the above **Terms and Conditions** for the Internet and network use. I further understand that violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

Student Signature: \_\_\_\_\_  
Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
Date: \_\_\_\_\_

# STAFF/ADULT USER CONTRACT FOR THE AGREEMENT OF DIVISION COMPUTERS AND COMPUTER NETWORKS

Staff/Adult Name: \_\_\_\_\_

## Staff/Adult Acceptable Use Agreement

Horizon School Division believes in the use of technology to develop the competencies students need to be contributing global citizens and for the creation of student-centred learning environments. Users are provided access to Horizon's G Suite Domain (Google Apps for Education), the digital network, and a variety of devices and services.

Throughout this document "**Horizon School Division**" is used to represent the Board of Trustees of Horizon School Division.

### 1. Privileges

Staff who deliberately use jurisdictional technology inappropriately will be subject to disciplinary or legal action, which may include termination of employment. Appropriate personal use of technology is permitted provided the use does not interfere with the user's work performance, interfere with any other user's performance, have undue impact on the operation of the network or violate any policy, guideline or standard of Horizon School Division.

### 2. Supervision

The division has the right to supervise the use of electronic technology resources. All users of such property should expect only limited privacy in the contents of any personal files or record of web research activities on the network. Horizon reserves the right to monitor, log, and search any and all aspects of its digital environment including e-mail communications when required for operational needs or where there are reasonable grounds to suspect abuse, misuse, or noncompliance with Horizon School Division policies and regulations or improper or illegal activity.

### 3. Acceptable Use

The use of your account and the division's devices/network must be in support of education and research and consistent with the educational objectives of the Horizon School Division. Transmission of any material in violation of any Federal or Provincial regulation is prohibited. This includes but is not limited to the following:

Staff/Adult user will not engage in:

- (a) Illegal or unethical acts, including attempts to damage or destroy computer based information or information sources, involvement in plans to defraud, and downloading or transmission of unlawful information.
- (b) Downloading or transmission of pornographic, obscene or other socially unacceptable materials including profanity; vulgarities; sexual, racial, religious, or ethnic slurs
- (c) Gaining access to or revealing the personal data of others without authorization
- (d) Installation or transfer of commercial software, materials protected by trade secret or other copyright protected material where a registration fee is required by the author.
- (e) Sending messages or files containing any form of electronic information that is likely to result in loss or disruption of the recipient's work or system.
- (f) Activities that are wasteful of, degrade, or disrupt network resources or performance
- (g) Theft of time activities: online activities not in alignment with roles, responsibilities, and or duties
- (h) On-line gambling services.
- (i) Business or financial transactions for personal financial gain

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- (j) Accessing, collecting, using, or disclosing information they do not need for their duties

### **CRIMINAL AND CIVIL LAW IMPLICATIONS**

Inappropriate use of electronic communication and social media can also result in an employee being criminally charged and convicted or facing civil action. Examples of actions and resulting charges are:

- making inappropriate online comments that lead to civil actions, such as defamation
- disclosing confidential information about the school, students and colleagues, thus breaching workplace privacy policies and provisions of the Education Act
- posting the work of others without proper attribution, raising copyright-violation issues
- breaching a court-ordered publication ban
- inciting hatred against an identifiable group
- disclosing information about a minor, contrary to the Youth Criminal Justice Act
- using technology to harass a student, colleague or others, contrary to the Criminal Code
- using a computer to lure a child or for juvenile prostitution under the Criminal Code
- exchanging or forwarding compromising photos, videos or audio recordings of students leading to charges of possession or distribution

Electronic communication and social media can also be used as evidence in criminal and civil proceedings.

#### **4. Responsible Use**

The Horizon School Division provides ongoing student instruction that develops citizenship in a digital age over time. Technology also complements teaching and learning as outlined in Alberta Education's Learning and Technology Policy Framework and the Ministerial Order on Student Learning (#001/2013).

#### **Respect and Protect Yourself: Digital Well-being**

- A. Staff demonstrate a sound understanding of technology concepts, systems, and operations.
- I will understand, select, and use technology systems and application purposefully.
  - I will transfer current knowledge to learning of new technologies.
- B. Staff employ strategies to protect personal security and identity.
- I will protect personal username and password information.
  - I will protect all data related to personal identity.
  - I will protect personal reputation in all digital interactions.
  - I will self-monitor appropriate access and use of digital assets.
- C. Staff model digital well-being in the course of all actions.

#### **Respect and Protect Others: Digital Interactions**

- A. Staff understand human, cultural and societal issues related to technology and practice legal, ethical behaviour.
- I will promote and model digital etiquette and responsible social interactions related to the use of technology and information.
  - I will develop and model cultural understanding and global awareness by engaging with colleagues and students of other cultures using digital age communication and collaboration tools.
- B. Staff exhibit knowledge, skills, and work processes representative of an innovative professional in a global and digital society.
- I will demonstrate fluency in technology systems and the transfer of current knowledge to new technologies and situations.

Administrative Guidelines:

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- I will collaborate with students, peers, parents, and community members using digital tools and resources to support student success and innovation.
  - I will communicate relevant information and ideas effectively to students, parents, and peers using a variety of digital age media and formats.
  - I will model and facilitate effective use of current and emerging digital tools to locate, analyze, evaluate and use information resources to support research and learning.
- C. Staff ensure a welcoming, caring, respectful and safe learning environment free from bullying and harassment.
- I will ensure all students comply with expectations for a welcoming, caring, respectful and safe learning environment in all digital interactions and uses of technology.
- D. Staff conduct all digital interactions and uses of technology in a manner reflective of the values of the school and the school division.

**Respect and Protect Intellectual Property and Other Types of Property: Digital Preparedness**

- A. Staff demonstrate responsibility for safety and security of technology, including data, software, and hardware.
- I will teach and model safe, legal and responsible use of technologies, including understanding and compliance with Terms of Service agreements.
  - I will demonstrate safe and responsible use of networks, servers, computers and devices.
  - I will immediately report any detection of malware or threat of ransomware to the technology department.
- B. Staff follow legal and ethical guidelines for attribution of all sources to avoid plagiarism of content or images.
- C. Staff follow legal guidelines for all copyright materials.

**5. Warranties**

The Horizon School Division makes no warranties of any kind, whether expressed or implied, for the service it is providing. Horizon School Division will not be responsible for any damages or losses of data or property a user may suffer. Use of the internet is at your own risk. Horizon School Division specifically denies any responsibility for the accuracy of or quality of information obtained through this service.

**6. Earnings and T4 Statements**

As an employee of Horizon School Division I recognize and agree to the electronic distribution of earnings and T4 statements. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

I, the undersigned, understand and will abide by the above **Terms and Conditions** for the Internet and network use. I further understand that violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation my access privileges may be revoked, school disciplinary action including dismissal and/or appropriate legal action may be taken.

\_\_\_\_\_  
NAME (PLEASE PRINT)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE