

## **SD 42 POLICY: 5780**

### **APPROPRIATE USE OF INFORMATION TECHNOLOGY AND COMMUNICATION SYSTEMS**

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The Board of Education ("Board") provides information technology and communication systems ("ITCS") to support the delivery of educational programs, services and business operations of the district. On-line resources include all material that is accessed through a district computer or via the district telecommunications network through a personal device.

#### **CONDITIONS OF USE**

1. This policy applies to all employees, students, and public users of the Board's information and communication systems and resources at schools, sites, and workplaces, and includes remote access, file and system backups, confidentiality, ownership, personal use, privacy, prohibited uses, resource approvals, security, and standards.
2. Users may use the ITCS for incidental personal use, provided such use is not characterized as misconduct or does not violate any provision in this policy or any other policy of the Board.
3. Users are responsible for all activities carried out through their user accounts. All activities must be professional, respectful, and factual.
4. Users are solely responsible for the content they choose to access, send, or display while being mindful that the district's IT technology automatically generates a record of usage, including date, time, and type of access.
5. Users will not engage in any activities harmful to the ITCS, such as disrupting services or intentionally damaging equipment, software, or data belonging to the Board or other users.
6. Users will not use ITCS to bully, harass, intimidate, defame, or discriminate against students, parents, guardians, co-workers, or other members of the community.
7. Users will respect the privacy of others and not tamper with, open, or read other users' files, passwords, and/or accounts. Users must not put any personal or sensitive information into third-party applications or websites, which includes generative AI tools like ChatGPT, unless the application or website has been approved for use by the district.
8. Users will not use the ITCS to view or display material that contravenes district policy, the [BC Human Rights Code](#), [Criminal Code](#), [Freedom of Information and Protection of Privacy Act](#) or any other federal or provincial law including but not limited to material such as sexually explicit material, obscene or lewd material, or material promoting hate towards individuals or groups based on colour, race, religion, sex, sexual orientation, and ethnic origin or place of origin, unless for authorized academic purposes.

9. The Board believes that students' personal digital devices, used to communicate or to access the internet such as a cell phones or tablets, can play a vital role and can enhance and support the educational environment for students. The Board further believes that restricting students' personal digital devices in schools may be necessary to ensure students are safe from online harms and are focused on their learning with fewer distractions.

Decisions regarding the use or restriction of use shall be made at the school and classroom level.

Each school's code of conduct shall address all the following matters:

- a. restrictions on the use of students' personal digital devices during the hours of instruction
  - b. use of students' personal digital devices for instructional purposes and digital literacy
  - c. use of students' personal digital devices that is appropriate to their age and developmental stage
  - d. accessibility and accommodation needs
  - e. medical and health needs
  - f. equity to support learning outcomes
10. The Superintendent or designate may from time to time exempt a user or department from compliance with this policy where a valid business reason exists.
  11. The Board recognizes the great potential social media may provide to enhance education, communication, and learning, and recognizes the potential dangers of such services if used inappropriately. Use of social media within the school community must be responsible and professional, ensuring confidentiality, respectful conduct, and compliance with laws and policies including this policy and associated procedures.

#### **AUTHORITY**

The authority to develop, communicate and implement procedures related to this policy is delegated to the Superintendent of Schools.

**APPROVED: January 29, 2014**

**UPDATED: June 19, 2024**