



# Policy

Title: <b>Acceptable Use of Information and Communication Technology</b>	Policy #: <b>PO431</b>
Policy Area: Operations	
Source: Superintendent of Facilities Services	
Date Approved: February 11, 2008	
Dates of Amendment: November 10, 2014	

## 1.0 Introduction

An *Acceptable Use of Information and Communication Technology* Policy is intended to protect the Board's culture of openness, trust and integrity. Inappropriate use exposes the Board and Users to risks including, but not limited to, virus attacks, compromise of network systems and services and an array of legal issues. The intent of such a policy is to protect users and the Board from illegal or damaging actions of individuals, either knowingly or unknowingly.

## 2.0 Definitions

**Automatic Content** is content which can be displayed automatically on a web page without being vetted and authorized by a Board employee. Examples could include guest books or message boards.

**Board Internet** refers to data and applications accessed on the Internet and running over the Wide Area Network (WAN).

**Board Intranet** refers to data and applications accessed through the Boards' internal Wide Area Network (WAN).

**Content** is a written, visual or auditory message that is posted to provide meaning for a public audience and to address accessibility.

**Generic Web Page** is a web page that is produced centrally and posted for each school, and linked to the Board's website. All generic pages contain the following information:

- i) Name of school;
- ii) Address of school (including postal code, province and country);
- iii) Telephone and fax numbers (including area code);
- iv) Names of principal, vice principal, school clerical staff, Family of Schools Superintendent;
- v) Date that the page was created and dates of subsequent changes.

## 2.0 **Definitions** (Cont'd)

**Wireless Technology** includes methods of communicating with others online in real time. Currently including but not limited to: smart cellular phones, tablets, laptops, etc. Users can meet at a particular site to discuss particular topics. Private conversations are also possible.

**Internet Service Provider (ISP)** enables a user with an account, either obtained for free, or for a fee to connect to the World Wide Web.

**Internet** refers to electronic communications systems connecting thousands of computers all over the world through which millions of individual subscribers can interact and share information.

**School Web Pages** are all school pages hosted on the Board's servers and/or directly accessed from them. These pages are created at school level by the Board Content Management System or an external web hosting service.

**Social Media** refers to any online environment in which the general public can post content and follow or comment on content posted by others including, but not limited to, Facebook, Twitter, Wikis, Blogs, online video or photo sharing sites (YouTube or other).

**Viruses and Malware** are destructive computer programs that replicate or attach themselves to an existing program without authorization.

**User** refers to all staff, students, volunteers, parents, trustees, school council members, school volunteers and community members using Board issued technology devices and equipment.

## 3.0 **Purpose**

The purpose of this policy is to outline the acceptable use of computers, internet and intranet technology and equipment within the Durham Catholic District School Board.

## 4.0 **Application/Scope**

This policy and its attendant administrative procedure applies to employees, students, parents, school council members, volunteers, contractors, external consultants and personnel affiliated with third parties under contract by the Board who use the Board's technology and/or equipment.

## 5.0 **Principles**

The Board believes that:

- technology can contribute to effective instruction and learning if used appropriately.
- behaviours of users should be in accordance with the Gospel values, the Board's Mission Statement, and Codes of Conduct within our school communities;
- use of computers, internet and intranet technology and equipment require working and learning environments that are safe, ethical and appropriate to the needs and well-being of all members of the Board community.

## 5.0 **Principles** (Cont'd)

The Board believes that: (Cont'd)

- all users are individually accountable for engaging in the ethical and legal use of technology and equipment.
- that any breach of this policy or its attendant administrative procedure is subject to discipline by the Board.

## 6.0 **Requirements**

1. The Director of Education shall issue administrative procedures to support this policy and amend them thereafter as the need may arise.
2. The Durham Catholic District School Board supports, through Internet and Intranet access, the enhancement of communications and appropriate use of materials and resources consistent with educational goals.
3. The Board expects that the use of technology and the internet/intranet be used appropriately by all users. Such use shall be consistent with the Board's policies, attendant administrative procedures, code of conduct and mission statement.
4. All use of the Board's technology, internet and intranet by users shall support education, classroom activities, professional and/or career development. Board technology is not intended for personal or private use.
5. The Board supports efficient, ethical and legal utilization of technology and internet resources. The Board has the right to monitor the individual users of its technology and information systems. The smooth operation of the network is dependent upon user adherence to the guidelines in accordance with the administrative procedures attendant to this policy.
6. Staff shall promote and encourage acceptable use of the Board's computer system and access to the internet/intranet throughout the curriculum, and shall provide guidance, support and instruction to students with respect to use.
7. All users of the Board's technology and internet/intranet shall acknowledge their rights and responsibilities by becoming familiar with this policy and its attendant administrative procedure.
8. Except for employees, all users of the Board shall apply for access to this technology and service and shall sign an agreement to abide by this policy and its attendant administrative procedure.
9. With access to the internet comes the availability of material that does not have educational value in the context of the school setting. Staff shall supervise, guide and monitor student access to the internet.
10. The principal/manager shall be responsible for content, copyright and protection of privacy of all web pages created for the school/department.

## 6.0 **Requirements** (Cont'd)

11. The use of recording devices (e.g., cameras, video/audio recorders, Webcams, integrated digital cameras and video recorders in smart cellular phones and personally owned electronic devices (tablets, smart cellular phones, etc.), cannot be used in a manner that violates the privacy and dignity of others. Inappropriate use of all of these, and similar devices will result in temporary confiscation of the device and additional restrictions and further consequences may result.
12. Inappropriate technology or internet/intranet use will result in appropriate disciplinary actions in accordance with the administrative procedure attendant to this policy.

## 7.0 **Sources**

- *Education Act, R.S.O. 1990, Section 170*

## 8.0 **Related Administrative Procedure**

- Acceptable Use of Information and Communication Technology Administrative Procedure (AP431-1)