USE OF TECHNOLOGY

Background

Greater St. Albert Catholic Schools supports effective and innovative uses of technology in a welcoming, caring, respectful, and safe learning environment. Students use technology to discover, develop, and apply competencies across subject and discipline areas for learning, work, and life as described in the *Ministerial Order on Student Learning* (#001/2013). We ensure that while students have "anytime/anywhere" access to learning opportunities, we teach students to be Catholic citizens in the digital world (Internet, intranet). Students are encouraged to use their personally-owned devices as well as Division technology and networks for the purpose of enhancing learning by facilitating global communication, the exchange of information, resource sharing, and innovation and collaboration consistent with the mission, vision, and values of Greater St. Albert Catholic Schools.

Students and staff in GSACRD use technology responsibly and purposefully to access, share, and create knowledge by effectively using a range of digital tools. The Division is committed to a proactive and positive stance during times when student and staff interactions are uncaring, disrespectful, and unsafe. We address such situations by referring to student codes of conduct, and AP 350 (Student Discipline Framework), AP 358 Harassment (Division Students) and AP 460 Harassment (Employees).

Definitions

1. ***Competencies*** are combinations of knowledge, skills, and attitudes that students develop and apply for successful learning, living, and working. They accentuate aspects of learning that apply across all subject areas. (Ministerial Order on Student Learning (#001/2013).

2. ***Digital Citizenship*** refers to the norms of appropriate, responsible behavior with regard to technology use.

3. ***Discrimination*** is the denial of individual rights and freedoms in a manner which contravenes the *Alberta Human Rights Act* which prohibits discrimination on the basis race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status, and sexual orientation.

4. ***Harassment*** may include a single incident or a series of events. *Harassment* does not represent Conflict in Relationship. For the purpose of AP 140, Harassment, Sexual Harassment, and Bullying are collectively referred to as "Harassment":

4.1 ***Harassment*** refers to refers to derogatory (e.g., excessively critical, insulting, belittling) or vexatious (e.g., aggressive, angry, antagonistic) conduct or comments that are known or ought reasonably to be known to be offensive or unwelcome. Harassment includes, but is not limited to, the following:

    a) any objectionable comment, act, or display that demeans, belittles, or causes personal humiliation or embarrassment, and any act of intimidation or threat;

    b) conduct or comments involving any of the prohibited grounds of harassment and discrimination as defined in the *Alberta Human Rights Act*;

    c) Section 11 of the *Alberta Human Rights Act* applies to AP 358.

4.2 ***Sexual Harassment*** includes comments, gestures, or physical conduct of a sexual nature where an individual knows or ought reasonably to know that the behaviour is unwelcome and personally offensive. Sexual harassment includes, but is not limited to:

    a) appropriate or derogatory comments, humour, insults or behaviour based on gender and/or gender identification, gender expression;

    b) inappropriate, lewd, or sexually offensive written, graphic or behavioural displays on school board property;

    c) inappropriate, lewd, or sexually offensive slogans or graphics displayed on clothing worn on school board property or during school-related activities;

    d) inappropriate conversation, physical touching, or leering that could be construed to be a sexual advance;

    e) inappropriate conversation regarding an individual's sexual behaviour;

    f) unsolicited and/or unwanted requests to engage in sexual activity;

    g) reprisal or threat of reprisal against an individual for rejecting a sexual solicitation or advance.

4.3 ***Bullying*** refers to repeated and hostile or demeaning behaviour by an individual where the behaviour is intended to cause harm, fear, or distress to another individual in the school community, including psychological harm or harm to the individual's reputation. Bullying often occurs in circumstances where one party endeavors to maintain power and control over another based upon systemic inequalities within a social setting.

5. ***Purposeful use*** is use (communication, file creation, downloading, uploading) that is supportive of learning and teaching as the primary focus in schools and work-related tasks in Division sites.

6. ***Network*** refers to the physical infrastructure as well as all other devices (hubs, switches, routers, printers, servers, backup devices, etc.) connected to it.

7. **User:** any person(s) using technology within a Division site or that impacts a Division site.

Guidelines

1. Students and staff will comply with safety and health legislation and Division Administrative Procedures (AP 149, AP 412, AP 350, AP 358, AP 359, AP 460) while working within a digital context. Staff will also complete a Network Protection course through Hour Zero annually.

2. Any action that contributes to a perception of discrimination, bullying and/or harassment whether it occurs during school/work time, or after school/work hours, and whether by electronic or other means, will be addressed by the school/Division workplace if it is determined that the actions impact the well-being of the alleged victim(s) within the Division community (AP 359, AP 412, AP 460).

3. Students and staff will have reasonable and equitable access to technology for educational purposes.

4. Division sites will plan effectively for technology integration and technology change within the limits of school and Division budgets.

5. Students are encouraged to bring their own robust devices to support their learning; however, schools are to provide devices when required to support equity of access to technologies.

6. Division users may access technology, online learning, and digital learning to access, share, and create knowledge by employing a variety of resources and media, and develop, apply, and model digital citizenship.

7. Our Division is committed to teaching digital citizenship to K-12 students. Staff are required to teach digital citizenship lessons and to continually review, model, and teach digital citizenship knowledge and strategies throughout the school year.

8. Our staff teach and/or model responsible social media use to K-12 students. Our staff and students rely on AP 149 (Social Media) and the GSACRD Digital Literacies Continuum for guidelines about acceptable use of social media.

9. Our staff and students work together to ensure that all instances of cyberbullying are reported and resolved.

10. Division users employ technology in a manner that fully respects the dignity and privacy of all individuals as per the *Freedom of Information and Protection of Privacy Act* (*2018)*. Activities involving Division technology will, as much as possible, protect the privacy of personal information of all users and the personal safety of students. All

users will be educated about ways that they can protect their own personal information and personal safety.

11. Students and their parents or guardians annually review and agree to responsible use as outlined in the GSACRD Responsible Use Agreement and student codes of conduct as per AP 360 Code of Conduct Review to Address Harassment, Including Bullying behaviour.

12. Staff are required to adhere to contractual agreements, legislation, and Division administrative procedures (AP 140, AP 141, AP 149, AP 358, AP 359, and AP 460) that outline responsible technology use including social media use. All Division staff will complete a Responsible Use Acknowledgement for Technology annually.

13. The Division limits exposure to high risk factors such as inappropriate and/or unsafe websites or content. We rely on proactive digital citizenship education to support students and staff to navigate safely in a digital world and to report to a supervisor any inappropriate, unsafe content or predator.

14. Division users are taught to protect their own and others privacy, security and safety while using technology. See AP 141 for security guidelines.

Procedures

1. Students will use personal or Division devices for educational purposes that include:

    1.1   discovering, applying, and developing competencies;

    1.2   achieving the learner outcomes of the Alberta program of studies;

    1.3   participating in learning activities selected by the teacher;

    1.4   participating in Division programs such as blended learning (outreach, home, dual credit, and online education programs).

2. Staff will be given access to Division technology for educational purposes that include:

    1.1   communication;

    1.2   information acquisition and creation;

    1.3   information management, such as student and financial information;

    1.4   professional development and training.

3. Division supervisors or school principals may grant access to technologies within Division sites to volunteers and school council representatives.

4. Students who deliberately use Division technology inappropriately will be subject to consequences outlined in legislation, student codes of conduct, and division administrative procedures (AP 140, AP 141, AP 149, AP 358, AP 359, AP 460).

5. Staff who deliberately use Division technology inappropriately will be subject to disciplinary or legal action, which may include termination of employment.

6. Other users who deliberately use Division technology inappropriately will face consequences as determined by legislation and Division administrative procedures.

7. Any loss of equipment shall be reported as soon as possible to the Manager of Learning Technology Services. The Manager of Learning Technology Services will contact the Freedom of Information and Protection of Privacy (FOIP) Co-ordinator to assess risk and determine appropriate action, as well as use the Divisions management software to secure confidential information.

8. Staff who bring personally owned technology to their worksite/school are invited to leverage their technology for work related purposes as long as they meet the expectations of the Division and have permission from their principal/supervisor. As well, staff are reminded that at no time should they be distracted or unable to complete work due to the presence of their personally owned technology. In cases where staff are off task due to technology use, they may be directed to secure their personally owned technology in a designated area or keep their devices at home. This type of conduct may also be disciplinary in nature.

9. Unacceptable use of the network includes but is not limited to using the network for any illegal activity, including violation of copyright laws;

    9.1 using the network in ways which violate school policies and behavior standards;

    9.2 using technology in any way that violates the Alberta Human Rights Act, *Education Act*, or any Division administrative procedure that pertains to student or staff conduct, discipline or harassment; using the network for financial or commercial gain;

    9.3 degrading or disrupting equipment or system performance;

    9.4 invading the privacy of other individuals by accessing and/or vandalizing their electronic data;

    9.5 wasting technology resources, including bandwidth, file space, and printers;

    9.6 gaining unauthorized access to resources or entities;

    9.7 using an account owned by another user with or without his/her permission;

    9.8 posting personal communication without the author's consent.

10. Enacting digital citizenship:

    10.1 be respectful, using appropriate language and/or audio, visual, and/or video content;

    10.2 do not engage in activities prohibited under municipal, provincial or federal law;

10.3 do not reveal your or any other person's personal information (home address or phone number or passwords);

10.4 do not reveal any passwords assigned to you;

10.5 remember that electronic mail (e-mail) is not private and employees who operate the network have access to all Division e-mail. Messages relating to or in support of illegal activities will be reported to the authorities and will result in the loss of user privileges;

10.6 use the network and Internet in such a way that you will not disrupt the use of the network by other users;

10.7 act in accordance with an understanding that all communications and information accessible via the Internet should be assumed to be the private property of those who put it on the network;

10.8 use social media respectfully and responsibly and report any incidences of unsafe and uncaring use of social media to a supervisor (teacher, principal, Division supervisor);

10.9 if you see a security problem on the network, report it to a system administrator;

10.10 aim to cultivate a positive online reputation and digital footprint in keeping with our mission, vision, and values.

11. Use and Installation of Software

11.1 only individuals designated by a school or site administrator shall be authorized to install software on Division computer technology;

11.2 no one shall install illegal or pirated software on any computer.

References:
Alberta Act
Education Act
Alberta Human Rights Act
Criminal Code
Employment Standards Code
Freedom of Information and Protection of Privacy Act
GSACRD Digital Literacies Continuum
Learning and Technology Policy Framework
Ministerial Order (#001/2013) on Student Learning
Occupational Health and Safety Act
Whistleblower Protection Act