RESPONSIBLE USE OF TECHNOLOGY

Background

The Division believes that the use of technology provides an opportunity for relevant and challenging life-long learning. Technology plays a role in all facets of the Division, from curriculum and instruction to facilities and operations.

The use of technology within the Division is predicated on the principles of responsible use and digital citizenship, guided by the Saskatchewan Ministry of Education's "Digital Citizenship in Education in Saskatchewan Schools" policy planning guide (2015). The internet is vast and continually evolving, and with responsible use, offers countless learning opportunities.

Staff, students and stakeholders are advised that any matter created, received, stored in or sent from the Division's network or Email system is not necessarily private and all material is subject to the LAFOIPP legislation of Saskatchewan. The Director or designate reserves the right to access any files to determine whether or not an employee or student is utilizing the network appropriately and within the guidelines found in this procedure.

Procedures

1. Responsible use of computing technology, networks, and online services include, but is not limited to:
   1.1. Learning activities that support instructional objectives;
   1.2. Operational activities that are components of a user's day-to-day work;
   1.3. Research supporting educational programs sponsored by the Division;
   1.4. Communications between staff, students, parents and others outside of the division containing messages or information, the content of which is not in conflict with board policies and board procedures;
   1.5. The use of affiliated online resources, where the individualized Division account and password is used to authenticate, is preferred. Recognizing the diversity of resources available online, use of non-affiliated resources and/or personal accounts should be in consultation with the Division's Technology Services for best practices.
   1.6. Reporting known cybersecurity breaches or threats of, to the IT Manager.

2. Irresponsible use of computing technology, networks, or online services, specifically includes but is not limited to the following:

2.1. Damaging or altering the operation of the Division's computer network services, or interfering with other users' ability to use these services or other external network services;

2.2. Creating or distributing communications, materials, information, data or images reasonably regarded as threatening, abusive, harassing, discriminatory, obscene, or in violation of or inconsistent with any board policy or administrative procedure;

2.3. Infringing on the rights or liberties of others; using profane or harassing language intending to offend or insult others;

2.4. Illegal or criminal use;

2.5. Causing or permitting materials protected by copyright trademark, service mark, trade name, trade secret, confidentiality or proprietary data, or communications of another, to be uploaded to a computer or information system, published, broadcast, or in any way disseminated without authorization from the owner;

2.6. Use of any hardware, software or services that may pose risk to Good Spirit School Division, violate licensing, or is contrary to any board policy;

2.7. Granting access to division computers, networks, and online services to individuals not authorized by the board either by intentional conduct such as disclosing passwords or by unintentional conduct such as failing to log off;

2.8. Conducting commercial, profit-motivated activities not related to assigned GSSD duties;

2.9. Interfering with other users' ability to use division computing technology, networks, and online services including attempting to read, delete, copy, modify, or forge information contained in the files of other users;

2.10. Disclosing information to individuals or organizations with no written or formal authority to possess such information;

2.11. Accessing data or equipment to which the user does not have authority;

2.12. Storing confidential material with third parties not affiliated with the Division or on personally owned devices that are not registered/vetted by the board;

2.13. Forwarding or redirecting division files, email or communication to third parties not affiliated with the Division.

2.14. Distributing malicious files, emails or other content that pose a risk to GSSD's systems.

References: Section 87 Education Act; Digital Citizenship Education in School Guide; Privacy and Access in Saskatchewan Schools

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