



**DIVISION:** FINANCE

**Policy #:** FIN-500

**POLICY NAME**

ACCEPTABLE USE OF TECHNOLOGY

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**POLICY STATEMENT**

The Newfoundland & Labrador English School District (“NLESD”) supports the use of information and communication technology (ICT) for instructional programs, in order to facilitate teaching and learning through interpersonal communications; access to information; research and collaboration; and, to support the business functions of the organization. The NLESD is committed to providing an accessible, reliable and secure technology environment for staff, students and guests for the purposes of teaching, learning and administrative use.

The NLESD acknowledges that the need to protect the integrity of all ICT systems and the security, privacy and safety of all students and staff is of paramount importance. As such, the NLESD requires acceptable, ethical, legal and responsible use of all District ICT systems.

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**BACKGROUND**

The NLESD recognizes the value and need for technology in the educational setting and therefore provides staff and students with access to ICT systems, which includes Internet access. In support of this, the NLESD invests significant resources in the purchase, development and utilization of ICT systems for both teachers and students. We must also keep in mind that the delivery of technology must include education and awareness for staff and students in the responsible use of technology. Incorporating technology into everyday classroom practices enhances the learning environment for students, as it supports the acquisition of skills in literacy, numeracy and higher order learning. Within the context of its mission and vision, the NLESD’s ICT systems assist in preparing students for success in life and work in the 21st Century. These technology tools, used appropriately, provide global information resources, opportunities for collaboration and communication, and media-rich teaching and learning experiences for students and teachers.

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**APPROVED:** January 18, 2014

**EFFECTIVE:** September 1, 2014

**AMENDED:** \_\_\_\_\_

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## **SCOPE**

This policy is applicable to all students, staff and authorized users of the NLESD ICT systems.

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## **DEFINITIONS**

For purposes of Acceptable Use of Technology Policy:

### ICT

ICT is an acronym for "Information and Communication Technologies." It refers to technological tools and resources used to communicate, and to create, distribute, store, and manage information. These technologies include, but are not limited to, all of the computer hardware, operating system software, application software, stored text and data files. This includes, but is not limited to, electronic mail, local databases, externally-accessed databases, desktops/laptops, recorded magnetic or optical media, clip art, digital images, digitized information, and communication technologies and hardware, etc.

### Internet

The internet is a single worldwide computer network that interconnects other computer networks, on which end-user services, such as World Wide Web sites or data archives, are located, enabling data and services to be accessed and exchanged.

### Authorized User

An authorized user is an individual who is approved and has been given specific permission(s) to use or access a particular district-owned technology resource such as computers, computer-related devices, data bases, email and other technology related resources. Users include, but are not limited to: administrators, teachers, students, substitutes, parents/guardians, support staff, trustees, guests, vendors and consultants. The amount of access to district technology resources and networks will be determined by function and need by designated district personnel.

### Monitoring of Electronic Communications

Monitoring of electronic communications refers to the use of a mechanism such as firewalls, web filters, etc., to access, review and subsequently analyze activity, information or use of any ICT system or network.

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**AMENDED:**     \_\_\_\_\_

## POLICY DIRECTIVES

- 1) Each school shall incorporate the *Acceptable Use of Technology* policy and administrative procedures/regulations into their school practice.
- 2) All authorized users must sign an Acceptable Use of Technology Agreement which defines access, expectations of use and penalties/consequences of improper use.
- 3) The NLESD, its schools and agents, have the right, but not the obligation, to monitor any and all technology use to ensure compliance with regulations and expectations set forth in this policy.
- 4) The NLESD retains the right to access, inspect, investigate and monitor all use and its resources, including all data files, communication networks and information created on, with or transmitted using its ICT resources, and including e-mail, text messages, internet usage, and any other communications or information. All such files, communications, or information may be monitored, reviewed and/or accessed by district personnel who are authorized to do so and have an appropriate reason pursuant to civil and criminal matters, investigatory purposes, or any other lawful reason, including but not limited to the following:
  - a) There are reasonable grounds to suspect abuse, non-compliance with district policy/procedures, or improper or illegal activities.
  - b) It is required by subpoena or court order.
  - c) It is required in order to respond to an access to information request or suspected privacy breach under the *Access to Information and Protection of Privacy Act (ATIPPA)*.
  - d) It is necessary to conduct an audit or ensure the security and operating performance of ICT resources.Monitoring and searches, if required, will be carried out by a staff person as designated by the Director of Education.
- 5) The NLESD reserves the right to block, limit, or disallow any application, website, address, or protocol deemed inappropriate and/or that place a burden upon the district's ICT infrastructure.
- 6) Users of the NLESD ICT infrastructure are expected to behave as they would in any other environment where they represent their school/NLESD. Users are to conduct themselves in a responsible, ethical, and respectful manner in accordance with the standards of the NLESD.

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- 7) The NLESD ICT systems are provided to enhance the delivery of educational programs and related support services and for conducting other District business.

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