

Administrative Procedure 140

DIGITAL CITIZENSHIP - TECHNOLOGY USE

Background

The Division recognizes that instructional resources, made available through technology, can enhance learning and teaching and support program delivery based on the prescribed curriculum. Further, it is recognized that due to the connected nature of technology and the internet, the use of technology will open classrooms to resources which may not have been specifically chosen or previewed for use by students of various ages. Access to these resources can support individual and group projects, collaboration, idea sharing and provide access to curriculum materials. Internet access also makes possible contact with people all over the world, bringing into the classroom, experts in every content area.

The Division encourages the appropriate use of technology by students and staff to support the provision of learning experiences, in keeping with the Alberta Education Program of Studies.

Procedures

1. All employees and students will be governed by Digital Device Admirable Use Agreements as below. The student agreement requires parent/guardian signatures.
 - 1.1 Digital Device Admirable Use Agreement - Employee
 - 1.2 Digital Device Admirable Use Agreement - Kindergarten – Grades 4 Students
 - 1.3 Digital Device Admirable Use Agreement - Grades 5 – 12 Students
2. Employees and students are encouraged to use both Division and their own, digital devices in their work. When using digital devices, whether Division or personally owned, you as an employee or student are expected to:
 - 2.1 **Respect Yourself.**
 - 2.2 **Protect Yourself.**
 - 2.3 **Respect Others.**
 - 2.4 **Protect Others.**
 - 2.5 **Respect Property.**
 - 2.6 **Protect Property.**

(Refer to Administrative Procedure 140 – Appendices A, B, and C to review the full expectations for all staff and students in the Division.)
3. The Division provides access to and manages accounts for staff and students. The security of the data on the accounts is the responsibility of the Division, not Google or Microsoft. The Division values personal information and privacy and takes all reasonable means to keep information secure. In extenuating circumstances, access to the account data of staff is at the direction of the Human Resources Department. While maintaining a positive learning

environment, school administrators may have need to access student data on the Division accounts.

4. Any violation of the provisions outlined in the agreements could result in appropriate disciplinary or legal action.

Reference: Section 31, 32, 33, 52, 53, 196, 197, 222 Education Act
Freedom of Information and Protection of Privacy Act
Canadian Charter of Rights and Freedoms
Canadian Criminal Code
Copyright Act
ATA Code of Professional Conduct
AP 141 – Portable Technology Security
AP 180 – FOIP
AP 185 – Records and Information Management
AP 192 – Information Security