



ADMINISTRATIVE PROCEDURE STUDENTS, PARENTS AND COMMUNITY	
Effective:	July 11, 2016
Last Revised:	April 27, 2016

ACCEPTABLE USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES

1. PURPOSE

This administrative procedure has been developed to support the responsible, professional and appropriate use of information and communication technologies as it pertains to meeting the vision, mission, values and goals of Rainbow District School Board in the delivery of curriculum in a safe and caring online environment.

The Board expects staff and students will maintain the highest standards of respectful and responsible behaviour when using all information and communication technologies. Rainbow District School Board, the provincial code of conduct, the Education Act, the Municipal Freedom of Information and Protection of Privacy Act, regulations, and policy/program memoranda, Canada's Anti-Spam legislation, and Ontario's Distracted Driving legislation create expectations for appropriate behaviour for all persons accessing Rainbow District School Board's online community and/or Board electronic resources. It is important that all students and staff have access to a safe and caring online school environment in order to maximize learning potential.

Any use of information and communication must comply with provincial laws concerning the protection of children and privacy, including but not limited to, the Ontario College of Teachers' Standards of Practice for the Teaching Profession and The Ethical Standards for the Teaching Profession, and the Ontario College of Teachers' Professional Advisory on the use of Electronic Communication and Social Media.

2. DEFINITIONS

Information and Communication Technologies

Information and Communication Technologies encompass hardware and software applications on all electronic devices that allow users to interact, create, share and exchange information online.

Social Media

Social Media includes websites and applications that enable users to create and share content or to participate in social networking.

Users

A user is any individual granted authorization to access Board electronic resources. Users may include students, parents, guardians, staff, trustees, volunteers, visitors, contractors, or individuals employed by service providers.

Personal or Non-Professional Account

Any social network or online account not connected to Rainbow District School Board (i.e., linked to personal email) or an Ontario Ministry of Education server/service subject to any Board or Ministry associated Acceptable Use of Technology Agreement.

Board Electronic Resources

Board electronic resources include hardware such as laptops, desktops, tablets, chromebooks, smartphones, etc., that are the property of Rainbow District School Board and/or any electronic device accessing Rainbow District School Board's online community.

Board Data

Board data is any information of any kind that relates to Rainbow District School Board and/or any and all Board business, its staff or students. Board data may be stored on a board owned device or within a board provided service. It may also be held within a service that the board has subscribed to for a specific activity.

Board Business

All content/information that relates to the Board and/or its schools/departments.

Party Outside the Organization

Any person or organization other than Rainbow District School Board, any server or service not directly connected to Rainbow District School Board, any personal or non-professional account.

Records

Any record of information, however recorded, whether in printed form, on film, by electronic means or otherwise, and includes,

- a) correspondence, a memorandum, a book, a plan, a map, a drawing, a diagram, a pictorial or graphic work, a photograph, a microfilm, a sound recording, a videotape, a machine readable record, any other documentary material regardless of physical form or characteristics, and any copy thereof, and includes,
- b) subject to the regulations, any record that is capable of being produced from a machine readable record under the control of an institution by means of computer hardware and software or any other information storage equipment and technical expertise normally used by the institution.

3. APPLICATION

This administrative procedure applies to any user of Rainbow District School Board electronic resources.

Users who engage in the inappropriate use of information and communication technologies may incur a loss of privileges and/or progressive discipline.

4. PROCEDURES

Intended use:

Board technology is provided for educational and administrative purposes. Technology should be used for these intended purposes only. By accessing electronic resources, users accept all terms and conditions of the RDSB Acceptable Use of Information and Communication Technologies Administrative Procedure. Employees are responsible for previewing, monitoring and ensuring that the content of any sites used for classroom activities is educational and age appropriate. Any external social media groups must include at least one (1) administrator with moderator privileges.

Security and safety of Board data:

Users must take all reasonable precautions to ensure that the data that they use is secure and safe. Data should be used for the intended purposes only.

Responsible resource usage:

The Board's technology resources are shared and limited. Users must use technology resources responsibly and should not waste resources. Personal materials may not be stored on Board property. Incidental use of electronic resources is permissible as long as it does not interfere with staff productivity, does not preempt any business or educational activity, and is not used for private business activities, amusement/entertainment purposes, political lobbying, or charitable endeavors, unless expressly permitted by the Director of Education.

Legal compliance and adherence to Board Policies:

Users are expected to comply with federal and provincial legislation, as well as Board Policies and corresponding Administrative Procedures.

Ownership of data:

All data stored on RDSB electronic resources are owned by the Board. Users should have no expectation of privacy in anything they create, store, send or receive using Board technology.

Subject to Disclosure and Retention:

All board business-related communications are subject to disclosure and retention requirements, regardless of the tool, account or device used, whether personal or Board owned and employees/trustees will have to provide a copy of all business-related communications upon request.

Communication of Board Business

Board business is to be conducted in a method authorized by the Board allowing for the required custody and/or control of records.

5. INFRACTIONS

Inappropriate content - Users may not post, access or attempt to access material that is inappropriate such as (but not limited to) offensive, sexually explicit, pornographic, obscene, profane, inflammatory, disrespectful or degrading materials and/or language.

Privacy – Users are not to delete, alter, reposition, or tamper with files belonging to anyone other than himself or herself. Users are not to engage in any activity that violates the privacy rights of the Board or any individual or is contrary to Board procedures, the Municipal Freedom of Information and Protection of Privacy Act, Bill 8 Record Keeping Amendments, the Ontario Student Records Guidelines, or the Personal Information Protection and Electronic Documents Act.

All records, data and messages must be retained or archived in accordance with recordkeeping or record retention requirements and practices. A superintendent or management designate may open e-mail and view other data if that action seems necessary for the ongoing health of the system or if inappropriate use is suspected. In cases where access to a user's account for system maintenance purposes is required, attempts to inform the user will be made.

Users shall not alter, conceal or destroy any records in accordance with legislation.

Security – Users are not to defeat system security, including any kind of password protection. Users must follow sound professional practices in providing for the security of electronic records, data, applications or programs under their jurisdiction.

Employees must maintain secure passwords and the security of Board electronic resources. Personal devices connected to the Rainbow District School Board network must have appropriate anti-virus software installed where applicable.

Confidentiality - Recognizing that some information is intended for specific individuals and may not be appropriate for general distribution, e-mail users should exercise caution when forwarding messages. Rainbow District School Board personal or confidential information must not be forwarded to any party outside the organization without the prior approval of a Superintendent or Manager. Blanket forwarding of messages to parties outside of Rainbow District School Board is prohibited unless the prior permission of the Director of Education has been obtained. In general, messages received should not be forwarded to anyone else without the author's prior consent.

Employees/trustees shall not publish or distribute on any personal or non-professional account maintained by the employee/trustee any identifiable information about students, including but not limited to, names, academic assessment or evaluation, addresses, photographs, or videos taken on Board property or at a school sponsored event.

Employees/trustees shall not conduct board business or any other activity representing the board through any personal or non-professional account maintained by the employee/trustee or any other party. If an employee/trustee has sent or received business-related communications using unauthorized tools or accounts, they must immediately, or within a reasonable time, copy records to their official or authorized email account or the institution's computer or network. This can be as simple as saving a copy to a shared drive or forwarding it to an institutional email account.

Applications, add-ons and extensions must meet all standards of privacy and confidentiality (see the RDSB Digital Tool Approval Process).

Copyright - Users will respect software copyright restrictions and may not duplicate commercial software unless licensed to do so. Users shall not place any copyrighted software on a computer without verified license to do so.

Identity - Users are to use only their own computer identity and are not to log in as anyone else or use anyone else's account. Users may never let anyone else use their account or online identity via password sharing or any other method.

Illegal Activities - Using electronic communication for illegal activities is strictly prohibited.

Inappropriate Social Networking - Employees of the Board who maintain personal social networking / personal electronic media / personal web based email accounts shall not allow any student access to said sites nor agree to contact or interact with students on a student maintained social network, electronic media, or email account unless the student is a member of the employee's family. Post responsibly.

6. COMPLIANCE

Individuals who do not comply with this Administrative Procedure will be subject to appropriate consequences consistent with the GOV-05 Code of Conduct: Board Members and/or School Code of Conduct, progressive discipline and Safe Schools legislation. Consequences may include, but are not limited to:

1. Limitations being placed on access privileges to Board electronic resources
2. Suspension of access privileges to Board electronic resources
3. Revocation of access privileges to Board electronic resources
4. Appropriate disciplinary measures (staff), up to and including dismissal
5. Appropriate progressive discipline measures (students)
6. Legal action and prosecution by the relevant authorities

REFERENCE DOCUMENTS

Legal:

Education Act, Section 169.1 Positive School Climate
Education Act, Section 265 Duties of Principals: Discipline
Education Act, Part XIII Behaviour, Discipline and Safety
Ontario Regulation 298, Section 23 Requirements for Pupils
Ontario Regulation 472/07 Behaviour, Discipline and Safety of Pupils
Ontario Regulation 437/97 Professional Misconduct
Ontario Regulation 474/00 Access to School Premises
Ontario Student Record Guideline
PPM No. 120 Reporting Violent Incidents to the Ministry of Education
PPM No. 128 The Provincial Code of Conduct and School Board Codes of Conduct
PPM No. 141 School Board Programs for Students on Long-term Suspension
PPM No. 144 Bullying Prevention and Intervention
PPM No. 145 Progressive Discipline and Promoting Positive Student Behaviour
Ontario Human Rights Code
Youth Criminal Justice Act
Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
Information and Privacy Commissioner of Ontario paper on *Instant Messaging and Personal Email Accounts: Meeting Your Access and Privacy Obligations June 2016*
FIPPA and MFIPPA: Bill 8, The Recordkeeping Amendments

Board:

Board Policy No. GOV-01 Vision, Mission, Values
Board Policy No. GOV-05 Code of Conduct: Board Members
Board Policy No. GOV-11 Learning and Working Environment: Equity and Inclusion
Board Policy No. GOV-12 Learning and Working Environment: Safe Schools
Administrative Procedure Bullying Prevention and Intervention
Operational Procedure Code of Conduct
Administrative Procedure Equity and Inclusion Framework
Administrative Procedure Parent / Guardian Communications
Operational Procedure Progressive Discipline and Promoting Positive Student Behaviour
Operational Procedure Safe Schools
Administrative Procedure Student Discipline: Expulsion
Administrative Procedure Student Discipline: Suspension
Operational Procedure Youth Criminal Justice Act
Operational Procedure Respectful Working and Learning Environments
Operational Procedure Privacy
Operational Procedure Pornographic Materials
Operational Procedure Distribution of Names etc.

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