

**ADMINISTRATIVE PROCEDURE
STUDENTS, PARENTS AND COMMUNITY**

Effective: February 8, 2017

Last Revised:

DIGITAL CITIZENSHIP

1. PURPOSE

In an increasingly technology-driven and knowledge-intensive world, it is important to use information and communication technologies effectively and respectfully.

The digital environment is constantly changing how we perceive, interact with, and respond to the global community. Innovations in technology have provided new opportunities for sharing and learning, both in and out of school, and have enabled students to connect to learning communities around the world.

These innovations call for the development of new knowledge, skills and social behaviours to ensure these tools are used in responsible and ethical ways, to prepare students for life in a globalized connected society.

Rainbow District School Board recognizes that this learning is best accomplished through a shared partnership with students, parents/guardians, community members, and educators. The board will promote responsible and ethical use of technology by supporting, facilitating and modeling the principles of Achieving Excellence (2014), specifically with respect to the role of technology and its appropriate use.

"We can develop compassionate and actively engaged citizens who graduate high school equipped for the technology-driven, globalized world. They will be well-rounded individuals who have not only strong basic skills but also the critical thinking skills, imagination and resilience to excel in – and create – the new jobs of tomorrow." Achieving Excellence, April 2014 (p. 20).

2. DEFINITIONS

Digital Citizenship: Digital citizenship is defined as the norms of responsible behaviour related to the appropriate use of information and communication technologies.

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.

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 must be considered in conjunction with the Acceptable Use of Information and Communication Technologies administrative procedure. It promotes the responsible and ethical use of information and communication technologies, in order to support and guide digital citizenship instruction and foster accountability.

4. PROCEDURE

Digital Citizenship is a shared responsibility.

The Board recognizes the important role of education in preparing digital citizens. The Board is committed to implementing procedures that guide and support students to work and live in digital environments. The Board recognizes that students will be using online technologies as part of learning to prepare for life in a globalized connected society. In addition, the Board is committed to supporting educators to learn new skills and pedagogical insights needed to teach, work and learn in the digital age.

Supervisory Officers will:

Lead a committee that will meet regularly to consider the impact of technologies on student learning. The mandate of the committee shall be to:

- a. create a collaborative process to explore opportunities within existing resources;
- b. share best practices;
- c. make recommendations related to appropriate use of technologies;
- d. discuss implications of new technologies;
- e. discuss proposed changes in administrative procedures before implementation;
- f. review this administrative procedure on a regular basis to provide a framework for the safe, progressive, effective and efficient use of electronic communication to enhance teaching and learning.

Principals will:

Model and facilitate understanding of social, ethical and legal issues and responsibilities related to an evolving digital culture. This includes:

- a. ensure equitable access to appropriate digital tools and resources to meet the needs of all learners;
- b. communicate procedures and establish practices for safe, legal and ethical use of digital information and technologies;
- c. promote and model responsible social interactions related to the use of information and communication technologies;
- d. model and facilitate the development of a shared cultural understanding and involvement in global issues through the use of contemporary communication and collaboration tools.

Teachers will:

Understand local and global societal issues and responsibilities in an evolving digital culture and exhibit legal and ethical behaviour in their professional practices. This includes:

- a. advocate, model, support and guide students in the safe, legal and ethical use of digital information and communication technologies, including respect for copyright, intellectual property and the appropriate documentation of sources;
- b. address the diverse needs of all learners by using learner-centered strategies and providing equitable access to appropriate digital tools and resources;
- c. promote and model digital etiquette and responsible social interactions related to the use of information and communication technologies;
- d. create opportunities for students to model and explore cultural understanding and global awareness by engaging with educators and students of other cultures using digital-age communication and collaboration tools;
- e. respect and adhere to the Acceptable Use of Information and Communication Technologies Administrative Procedure and the Professional Advisory - Use of Electronic Communication and Social Media published by the Ontario College of Teachers.

Students will:

Understand human, cultural and societal issues related to technology and practice legal and ethical behaviour. This includes:

- a. advocate and practice safe, legal and responsible use of information and communication technologies;
- b. exhibit a positive attitude toward using technology that supports collaboration and learning;
- c. demonstrate personal responsibility for lifelong learning;

- d. exhibit leadership in support of good digital citizenship;
- e. respect and adhere to the Acceptable Use of Information and Communication Technologies Administrative Procedure.

Parents/Guardians will:

Monitor the online environments their children use in order to support good online choices.

- a. empower children to handle issues in order to deal with potential online situations such as bullying, unwanted contact, or hurtful comments;
- b. stay current and keep pace with ways for their children to stay safe online;
- c. help children to understand the public nature of the Internet and its risks as well as benefits;
- d. remind children to be good “digital friends” by respecting personal information of friends and family and not sharing anything about others that is potentially embarrassing or hurtful;
- e. provide a safe, secure and age-appropriate online environment;
- f. review the Board’s Acceptable Use of Information and Communication Technologies Administrative Procedure with their children.

REFERENCE DOCUMENTS

Achieving Excellence: A Renewed Vision for Education in Ontario. Queen’s Printer for Ontario, 2014.

Alberta Education Digital Citizenship Policy Development Guide

<https://education.alberta.ca/media/6735100/digital%20citizenship%20policy%20development%20guide.pdf>

OSAPAC Digital Citizenship Project: <https://osapac.ca/ccpalo/dc/>

International Society for Technology in Education (ISTE) - <http://www.iste.org/>

Digital Citizenship Education in Saskatchewan Schools - Policy Planning Guide [http://publications.gov.sk.ca/documents/11/83322-DC Guide - ENGLISH 2.pdf](http://publications.gov.sk.ca/documents/11/83322-DC%20Guide%20-%20ENGLISH%202.pdf)

Professional Advisory - Use of Electronic Communication and Social Media
Ontario College of Teachers (2011)

Board References:

Administrative Procedure - Acceptable Use of Information and Communication Technologies