



**ADMINISTRATIVE PROCEDURE
STUDENTS, PARENTS AND COMMUNITY**

Effective:	September 3, 2024
Last Revised:	June 27, 2024

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, responsible, 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. All students and staff must have access to a safe and caring online school environment 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

Artificial Intelligence (AI) Artificial intelligence is technology that enables computers and digital devices to learn, read, write, create and analyze. (<https://www.ibm.com/topics/artificial-intelligence>) There are two types of AI.

Traditional AI - "Traditional AI systems are usually designed to perform a specific task better or at lower cost than a human, such as detecting credit card fraud, determining driving directions." (<https://www.oracle.com/artificial-intelligence/generative-ai/what-is-generative-ai/>)

Generative AI - "Generative AI (GAI) is the name given to a subset of AI machine learning technologies that have recently developed the ability to rapidly create content in response to text prompts, which can range from short and simple to very long and complex." (<https://www.oracle.com/artificial-intelligence/generative-ai/what-is-generative-ai/>)

Information and Communication Technologies including the Google Workplace and the Virtual Learning Environment

Information and Communication Technologies encompass hardware and software applications on all electronic devices that allow users to interact, create, share, and exchange information online and within online classrooms with the Virtual Learning Environment or Google Workspace for Education Classroom environments.

Social Media

Social Media includes websites and applications that enable users to create and share content or to participate in social networking. Applications, add-ons, and extensions must meet all standards of privacy and confidentiality (see the RDSB Digital Tool Approval Process).

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 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 using 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's 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.

Google Workplace and the Virtual Learning Environment

Any Google Classrooms or Virtual Learning Environments must include at least one (1) administrator with moderator privileges.

Social Media

Any sanctioned social media accounts 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. All applications and programs used must be approved in the [Application Review Committee's Product Catalogue](#).

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 should 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, or discriminatory materials (race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability) as per the Canadian Charter of Rights and Freedoms.

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 by recordkeeping or record retention requirements and practices. A superintendent or management designate may open the 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 by 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 threat detection 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.

Photographs & Social Media

Employees/trustees shall maintain confidentiality by ensuring that items shared on their personal accounts contain only information that has been gathered on Board property or at a school-sponsored event with current school media consent already in place. It should not include information related to but not limited to academic assessment, evaluation, or addresses.

You can only share if media consent is already in place.

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.

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 a verified license to do so.

Academic honesty - Users are expected to comply with academic policies by upholding academic honesty. Specifically, presenting work completed by others, including artificial intelligence (AI), as if it were their own.

Identity - Users are to use only their own device 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 or for professional purposes pre-approved by the Administration.

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:

Charter of Rights and Freedoms <https://www.justice.gc.ca/eng/csj-sjc/rfc-dlc/ccrf-ccd/>
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
FIPPA and MFIPPA: Bill 8, The Recordkeeping Amendments
Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
Information and Privacy Commissioner of Ontario paper on *Instant Messaging*
Ontario Human Rights Code
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
Youth Criminal Justice Act

Board:

Administrative Procedure Bullying Prevention and Intervention
Administrative Procedure Equity and Inclusive Education
Administrative Procedure Parent / Guardian Communications
Administrative Procedure Privacy and Distribution of Personal Information
Administrative Procedure Student Discipline: Expulsion
Administrative Procedure Student Discipline: Suspension
Administrative Procedure Harassment: Respectful Working and Learning Environments for Non-Employees
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