

## **607.4 Responsible Use of Technology**

### **Policy**

The Board is committed to providing and maintaining safe, caring and respectful digital environments conducive to learning and working. The Board is committed to preparing students for success in a future infused with technology. Fundamental to such success is the ability to use technology responsibly for the purpose of gathering, evaluating, creating, and sharing knowledge.

### **Definition**

Digital Citizenship – the norms of appropriate, responsible behavior with regard to technology use.

### **Regulations**

The Board provides users with access to technology to support teaching and learning, and to enable effective Board administration and communication. Technology, including personally owned devices, must be used appropriately in accordance with Division Codes of Conduct.

1. All users (including volunteers, school councils, and societies conducting business and communication associated with the school) are responsible for:
  - 1.1. familiarizing themselves with this policy and its procedures and abiding by the expectations and restrictions;
  - 1.2. respecting Division technology through proper use and care of equipment and resources;
  - 1.3. using technology in a way that does not disrupt other users nor compromise the functionality of the network;
  - 1.4. using technology in a lawful, respectful, and ethical manner; their
  - 1.5. Division-provided network login and password; it should not be shared with anyone other than a parent/guardian; and
  - 1.6. demonstrating digital citizenship through the appropriate use of technology in the forum of social media.
2. Teachers are responsible for:
  - 2.1. the supervision of student use of technology;
  - 2.2. ensuring that use of technology for teaching and learning is in accordance with the Teaching Quality Standard;
  - 2.3. instructing and modeling digital citizenship; and

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- 2.4. determining when and where students are able to access Board technology or personally owned devices.
3. Students are responsible for:
  - 3.1. using Board technology only for curriculum-related/educational purposes;
  - 3.2. using personally owned technology for only curriculum-related/educational purposes while in an instructional setting;
  - 3.3. demonstrating digital citizenship through the appropriate use of technology;
  - 3.4. reporting any inappropriate use of email, data or unauthorized technology to a teacher or administrator immediately; and
  - 3.5. the care, maintenance and security of their personal devices; the Board is not responsible for the replacement of lost, stolen or damaged items.
4. Schools are responsible for:
  - 4.1. creating and enforcing expectations for use of technology within the school, at school events, and in situations where its use may adversely affect the school culture, regardless of where the use takes place.
5. In keeping with the Freedom of Information and Protection of Privacy (FOIP) Act, unauthorized video or audio recording on school grounds for any purpose is prohibited. Further, the taking of photos, filming or recording while at school or at a school related activity, is prohibited unless approved by Lethbridge School Division staff. In particular, taking photos, filming and/or recording is strictly prohibited in washrooms and change rooms. However, this is not intended to prohibit sanctioned recording of activities at events open to the general public.
6. Failure to use technology responsibly as outlined in this policy, may result in consequences as outlined in the Division Codes of Conduct and/or loss of privileges.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

#### **References**

Alberta School Act:           Section 45.1



## LETHBRIDGE SCHOOL DIVISION

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Division Policies: 502.1 Welcoming, Caring, Respectful, and Safe Learning Environments,  
502.1 Appendix A: Student Code of Conduct  
Other: *Freedom of Information and Protection of Privacy Act*

Policy