

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;
 - 1.5. their 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. Provide access to school owned and personally owned devices in accordance with Procedure 607.4.2 Personal Mobile Device and Social Media Use in Schools, and Alberta Education Ministerial Order (#014/2024).
3. Students are responsible for:
 - 3.1. using Board technology only for curriculum-related/educational purposes;
 - 3.2. accessing technology in accordance with Procedure 607.4.2 Personal Mobile Device and Social Media Use in Schools, and Alberta Education Ministerial Order (#014/2024);
 - 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. Schools are responsible for managing the use of personal mobile devices and social media, as outlined in Policy 607.4 Personal Mobile Device and Social Media Use in Schools, and Ministerial Order (#014/2024) to help ensure the safety and well-being of our learning community. This includes restricting device use during instructional time, setting storage procedures, and enforcing responsible technology use policies.
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 loss of privileges and disciplinary action in accordance with Procedure 607.4.2 Personal Mobile Device and Social Media Use in Schools, Policy 502.1 Welcoming, Caring, Respectful and Safe Learning Environments, Appendix A 502.1 Student Code of Conduct, and Procedure 502.1.9 Student Discipline.

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

References

Education Act:	31, 32, 33, 36, 37, 55
Division Policies:	502.1 Welcoming, Caring, Respectful, and Safe Learning Environments, Appendix A 502.1 Student Code of Conduct, Procedure 502.1.9 Student Discipline, Procedure 607.4.2 Personal Mobile Device and Social Media Use in Schools
Other:	Ministerial Order #014/2024 "Standards for the Use of Personal Mobile Devices in Schools"