

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.

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 but not limited to students, staff, parents/guardians, trustees, 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 username and password; it should not be shared with anyone other than a parent/guardian;
 - 1.6. demonstrating responsible use of technology in all online communication; and
 - 1.7. abstaining from recording in schools, division property, or during school activities and sharing of videos and/or photos without explicit consent, with the exception of photos and recordings made at public events associated with school activities. Taking photos, filming, or recording is strictly prohibited in changerooms, washrooms, and/or any room of privacy.
2. Teachers are responsible for:
 - 2.1. authorizing and supervising student use of technology;
 - 2.1.1. providing 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).

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- 2.2. ensuring that use of technology for teaching and learning is in accordance with the Teaching Quality Standard;
- 2.3. modeling responsible use of technology.
3. Students are responsible for:
 - 3.1. 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);
 - 3.2. demonstrating responsible use of technology;
 - 3.3. reporting any inappropriate use of technology to a staff member immediately; and
 - 3.4. the care, maintenance and security of their personal devices. The Division is not responsible for the replacement of lost, stolen or damaged items.
4. Schools are responsible for:
 - 4.1. Developing processes and guidelines to promote responsible use of technology and digital wellness that are consistent with Division policies and procedures.
 - 4.2. Managing the use of personal mobile devices and social media, as outlined in Procedure 607.4.2 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.
5. Failure to use technology responsibly 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.

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" Freedom of Information and Privacy Act