



PROCEDURE PR.622.IT

TITLE: APPROPRIATE USE OF INFORMATION TECHNOLOGY (STUDENTS)

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COMMITMENT TO INDIGENOUS RIGHTS, HUMAN RIGHTS, AND EQUITY

The District recognizes its responsibility to ensure that the development of this procedure and the associated work promotes and protects Indigenous rights, human rights, and equity. The District will strive to address and eliminate discrimination and structural and systemic barriers for students, staff, and the community.

1.0 RATIONALE

To support the appropriate use of technology by students in the Ottawa-Carleton District School Board.

2.0 DEFINITIONS

Please refer to Appendix A for a list of definitions of terms used in this procedure.

3.0 RESPONSIBILITY

- 3.1 Principals are responsible for enforcing this procedure and:
- a) ensuring that students are aware of the District policy and procedure relating to the appropriate use of Information Technology (IT) and Personal Mobile Devices;
 - b) instructing and modeling for students the appropriate use of technology and Personal Mobile Devices;
 - c) sending an annual notification to parents/guardians and posting information regarding the rules for Personal Mobile Devices use in school;
 - d) defining the storage location for Personal Mobile Devices which have been handed in;
- 3.2 Educators are responsible for instructing and modeling for students the appropriate use of IT and Personal Mobile Devices and the principles of digital citizenship and the

supervision of student use of technology within the educator's assigned teaching area and supervision area.

- 3.3 Educators have a responsibility to adhere to and enforce policies and procedures regarding the student use of IT and Personal Mobile Devices.
- 3.4 Students are responsible for acknowledging that technology is used in a responsible and ethical manner consistent with its purposes in accordance with Policy [P.100.IT: Appropriate Use of Information Technology](#), Policy [P.125.SCO: School District Code of Conduct](#), and this procedure.

4.0 PROCEDURES

Scope and Application

- 4.1 The implementation of this procedure must always be consistent with the *Human Rights Code* and OCDSB [Policy P.147.GOV Human Rights](#).
- 4.2 This procedure applies to student use of:
 - a) Personal Mobile Devices during the school day as provided in [P.100.IT: Appropriate Use of Information Technology](#); and
 - b) District owned and/or operated IT while on Board property, school buses, virtual learning environment, electronic media, school-authorized events, learning programs or activities, in before- and after-school programs including co-curricular activities and field trips, and may include any other circumstances that may have an impact on the school climate.

Appropriate Use Standards for IT and Personal Mobile Devices

- 4.3 Parents/Guardians will discuss the standards of appropriate use of Personal Mobile Devices and IT with their child(ren) and students will acknowledge their responsibility of conforming to these standards by signing Appendix A at registration, and at the beginning of Grades four (4), seven (7), and nine (9).
- 4.4 The appropriate use of IT includes:
 - a) for educational purposes;
 - b) taking reasonable measures to protect personal information and to secure information and technology, ensuring devices are logged off or shut down when left unattended;
 - c) exercising extreme caution about revealing personal information to others;
 - d) respecting copyright laws and licensing agreements;
 - e) considering the most appropriate time, place, and method when collaborating and communicating with Educators and other students;
 - f) immediately reporting any IT or security concern to staff;

- g) exercising discretion when uploading, downloading, transferring, and/or printing information or data, restricting such action to the information necessary to complete work, task, or assignment in the most resource efficient manner minimizing data usage; and
 - h) understanding the long-term physical and psychological effects of technology, such as eye strain, repetitive stress syndrome, the impact of reduced physical activity, and internet addiction.
- 4.5 All students will refrain from inappropriate use including:
- a) sharing of passwords or the personal information of others;
 - b) accessing another person's account without their permission, including editing messages and/or sending them under someone else's name;
 - c) violating civil or criminal law using IT, including Vandalism, transmitting, relaying, or soliciting information or materials that depict violence, profanity, pornographic images, or sentiments, and are discriminatory, hateful, insulting, offensive, threatening, inappropriate, and/or unlawful;
 - d) recording, taking, or sharing non-consensual recordings or photos of other members of the OCDSB Community;
 - e) plagiarizing work, including text or images found on the internet or using another person's property without that person's prior approval or proper citation;
 - f) intentionally finding or exploiting security gaps, experimenting on the school's network, or using the District system in such a way as to disrupt the use of the system by other Users is prohibited. This includes the distribution mass-mailings and spreading computer viruses; or sending an e-mail which might bring the District into disrepute;
 - g) modifying IT, including the use of a VPN to bypass the District's firewall, without the express permission of Business & Learning Technologies;
 - h) intentionally sharing login details for virtual meetings on public sites or chat rooms or with others who are not entitled to participate in the meeting;
 - i) using the District IT to conduct business, offer or provide goods or services, or advertise products; and
 - j) using District IT to conduct or assist in political campaigns for municipal, provincial, or federal elections, including advocating for or against specific candidates.
- 4.6 If a student inadvertently accesses unacceptable materials or an unacceptable Internet site, they will exit and disclose the inadvertent access to a staff member.

- 4.7 With approval of and guidance from the principal, a student may, in certain rare cases, access, create, or transmit otherwise unacceptable materials if necessary to complete an assignment.

Management of Personal Mobile Devices

- 4.8 The use of Personal Mobile Devices at school is restricted in accordance with the following minimum standards:
- a) for grades 6 and below, the use of students' Personal Mobile Devices is prohibited throughout the instructional day, except when their use is explicitly permitted by the educator; and/or
 - b) for grades 7 to 12, the use of students' Personal Mobile Devices is prohibited during instructional time, except when their use is explicitly permitted by the educator.
- 4.9 Students will not use Personal Mobile devices during instructional time except under the following circumstances:
- a) for educational purposes, as directed by an educator;
 - b) for health and medical purposes, in accordance with Procedure PR.548.SCO Care for Students with Life-threatening Conditions; or
 - c) to support special education needs.
- 4.10 In limited cases, where exceptional circumstances deem it necessary for student use of a Personal Mobile Device(s) during restricted periods:
- a) the parent/guardian will apply to the principal, providing relevant information and documentation;
 - b) the principal, in consultation with the Superintendent of Education, will decide the necessary accommodations for exceptional use; and
 - c) notice will be given to educators as to the accommodations.
- 4.11 Personal Mobile Devices of students in grades 6 and below must be stored out of view and powered off or set to silent mode throughout the full instructional day.
- 4.12 Personal Mobile Devices of students in grades 7 to 12 must be stored out of view and powered off or set to silent mode during the instructional period.
- 4.13 In schools with students in both grades 6 and below and grades 7 to 12, the principal will decide how to implement both/either standards of use for Personal Mobile Devices. Decision may require consultation with the School Council, Student Council, and the SOE.
- 4.14 Where an educator observes inappropriate use of a student's Personal Mobile Device:
- a) for grades 6 and below, the student will be asked to hand in the device for the instructional day and the device must be placed, by the student, in a storage area in a location designated by the principal; and

- b) for grades 7 to 12, students will be asked to hand in the device for the instructional period and the device must be placed, by the student, in a storage area in a location in the classroom designated by the educator.
- 4.15 If a student does not hand in their Personal Mobile Devices when and as required, the student will be sent to the principal's office who may consider a range of responses to address this behaviour including suspension.
- 4.16 The District will not accept liability for loss, theft, or damage to any Personal Mobile Device while on District property, except where it can be shown that such loss was due to negligence on the part of the District.

Management of IT

- 4.17 The District will monitor the individual uses of IT in the learning environment and review data located on any storage device, as needed, in accordance with *the Municipal Freedom of Information and Protection of Privacy Act*.
- 4.18 The District will employ web filtering software to block out-objectionable sites, including social media platforms, and educate students about appropriate use and compliance with OCDSB [Policy P.100.IT: Appropriate Use of Technology](#) and Procedure PR.708.IT: Social Media.
- 4.19 The District reserves the right to limit access to Information Technology services.
- 4.20 Where an educator suspects inappropriate and/or unlawful student use of IT they will consult their principal immediately.
- 4.21 A contravention of this procedure, including being a security risk or having a history of problems with other computer systems, may result in one or more of the following
- a) restriction, suspension, or cancellation of the student use and/or access privileges;
 - b) progressive discipline under other appropriate Board policies, including suspension from school and/or use of school technology and expulsion;
 - c) restitution for damages and repairs; and/or
 - d) civil or criminal charges under other applicable laws.

APPENDICES

Appendix A: Procedure Definitions

Appendix B: [Appropriate Use of Technology Agreement](#) (Online version)

Appendix C: [Appropriate Use of Technology Agreement \(KG-Gr3\)](#) (PDF Accessible Version)

Appendix D: [Appropriate Use of Technology Agreement \(Gr 4-6\)](#) (PDF Accessible Version)

Appendix E: [Appropriate Use of Technology Agreement \(Gr 7-8\)](#) (PDF Accessible Version)

Appendix F: [Appropriate Use of Technology Agreement \(Gr 9-12\)](#) (PDF Accessible Version)

REFERENCE DOCUMENTS

[*The Education Act, as amended, Section 170*](#)

[*The Accessibility for Ontarians with Disabilities Act \(AODA\)*](#)

OCDSB Policy [P.074.IT: Information Technology Security](#)

OCDSB Policy [P.100.IT: Appropriate Use of Information Technology](#)

OCDSB Policy [P.125.SCO: School District Code of Conduct](#)

OCDSB Procedure [PR.672.IT: Electronic Communications Systems](#)

OCDSB Procedures [PR.564.IT: Information Technology Security](#)

OCDSB Policy [P.032.SCO: Safe Schools \(Managing Student Behaviour\)](#)

OCDSB Procedure [PR.548.SCO Care for Students with Life-threatening Conditions](#)

OCDB Procedure [PR.552.FIN: Vandalism, theft, Damage, or Loss Affecting Board Property](#)

[OCDSB "Community of Character"](#)

[M. Ribble, "Digital Citizenship: Using Technology Appropriately"](#)

[Council of Ministers of Education "Fair Dealing Guidelines" for Copyright](#)

APPENDIX A: PROCEDURE DEFINITIONS

In this procedure,

Digital Citizenship means the norms of appropriate and responsible behaviour with regard to the use of Information Technology.

District means the Ottawa-Carleton District School Board.

Educator means a teacher regulated under the Ontario College of Teachers Act, 1996, or an early childhood educator regulated under the Early Childhood Educators Act, 2007.

Personal Mobile Device means any personal electronic device that can be used to communicate or to access the Internet, such as a cellphone, tablet, laptop, or smartwatch.

Information Technology (IT) means a computer, phone, tablet, printer, photocopier, hard drive or other device, software, or network owned or operated by the District which stores, transmits, or provides access to information, including personal or sensitive information.

OCDSB Community means employees, students, parents, guardians, trustees, committee members, school council members, caregivers, permit holders, vendors, service providers, contractors, volunteers, visitors, and all other persons learning, working, or accessing services in the OCDSB environment.

User means any member of the OCDSB Community using personal or District Information Technology within the OCDSB Environment.

Vandalism means any malicious or unapproved attempt to disrupt, degrade, harm, modify, disable or destroy data or property of another User or organization, computer or network hardware or software, wiring or network system itself. This includes, but is not limited to, the uploading, creation, transmission, or installation of computer viruses, viral files or malicious software.

Virus means destructive computer code that copies or attaches itself to an existing program or data without permission.