

BUSINESS AND BOARD ADMINISTRATION	3000
INFORMATION/COMMUNICATION TECHNOLOGY USE POLICY	3096

1. Rationale

Information and communication technology plays a significant role in teaching, learning and in the administration of Lakehead District School Board (LDSB) business.

Technology has changed the educational environment in many positive ways. These technologies also bring challenges to maintaining a safe, caring and orderly learning environment. This policy serves as a basis for ensuring technology is used appropriately and to the benefit of students and employees.

2. Policy

It is the policy of LDSB to recognize the use of information and communication technologies as productivity enhancement tools by LDSB students and employees in support of teaching, learning and LDSB related business activities. These technologies may include both LDSB owned devices as well as personal mobile devices.

It is the policy of LDSB that the use of personal mobile devices during instructional time is permitted under the following circumstances: for educational purposes, as directed by an educator (student use) or administrator (staff use); for health and medical purposes; and to support special education needs.

3. Guiding Principles

Lakehead District School Board supports and encourages responsible use of technology through the following guiding principles.

3.1 Supporting Learning

Information technology presents an opportunity for students and teachers to enable authentic learning experiences that interact with the global community and encourage students to be lifelong learners.

3.2 Digital Citizenship

Users are expected to use technology responsibly and ethically. Lakehead District School Board will ensure students learn about digital citizenship in school.

3.3 Equity

Lakehead District School Board will ensure that all students have equitable access to all required technologies.

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3.4 Privacy and Ownership

All data stored on LDSB technology are owned and may be accessed by LDSB. Users should have no expectation of privacy with respect to information created, stored, sent or received using LDSB technology.

3.5 Security

Users must take reasonable precautions to ensure that data they use is safe and secure. Data should be used for the intended purposes.

3.6 Compliance

Users are required to comply with federal and provincial legislation and all related LDSB policies and procedures.

3.7 Communication

Students, staff and community shall engage in digital communication spaces that are healthy, respectful and free from hate speech/imagery, racism, oppression or cultural appropriation, and are authentic spaces for all communities. Lakehead District School Board reserves the right to restrict access to information technology and to remove users and content, in accordance with appropriate authorization, where the user has been non-compliant with the provisions of this policy and/or the security, privacy or reputation of LDSB staff or students is at risk.

4. Failure to Comply

Individuals who do not comply with this policy will be subject to appropriate consequences in accordance with the circumstances of the event and within the parameters of any applicable legislation.

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5. Review

This policy shall be reviewed according to 2010 Policy Development and Review Policy.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
3096 Information/ Communication Technology Procedures	June 24, 2003	
	<u>Date Revised</u>	
	June 26, 2007	
	September 24, 2013	
	May 26, 2020	
	May 10, 2022	
	June 27, 2023	