

<b>BUSINESS AND BOARD ADMINISTRATION</b>	<b>3000</b>
<b>INFORMATION/COMMUNICATION TECHNOLOGY USE PROCEDURES</b>	<b>3096</b>

1. Policy

It is the policy of Lakehead District School Board (LDSB) to recognize the use of information and communication technologies as productivity enhancement tools by LDSB students and employees in support of teaching and learning and LDSB related business activities.

2. Definitions

2.1 Technology

Technology resources include, but are not limited to, computers, mobile devices, servers, networks, internet services, computer applications, data, email, and collaboration tools. These resources include both LDSB-owned devices as well as personal mobile devices.

2.2 User

A user is any individual granted authorization to access LDSB technology. User may include students, parents/guardians, employees, volunteers, visitors, contractors, or individuals employed by service providers.

2.3 Cyber-bullying

Cyber-bullying is the repeated use of email, cell phones, social media, text, internet, and websites to threaten, harass, embarrass, socially exclude, or damage reputations or friendships. Cyber-bullying includes:

- creating a web page or blog in which the creator assumes the identity of another person;
- impersonating another person as the author of content or messages posted on the Internet; and
- communicating negative material electronically to more than one individual or posting negative material on a website that may be accessed by one or more individuals.  
(Policy/Program Memorandum No. 144 released by Ministry of Education, December 5, 2012)

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3. Guiding Principle #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.

Lakehead District School Board technology is provided for educational and administrative purposes; technology should be used for these intended purposes. Users should use technology resources responsibly and not waste resources. Users should also respect the need of others to work in an environment that is conducive to teaching and learning, including by ensuring that personal mobile devices are only used during instructional time for educational purposes, for medical needs, or to support special education needs.

3.1 Prohibited uses of LDSB technology include, but are not limited to:

- personal use that interferes with productivity;
- use that violates federal or provincial laws;
- use for commercial or political party purposes;
- use that contravenes LDSB or school policies or procedures;
- theft of resources including electronic data theft;
- attempts to circumvent any measures that LDSB may take to restrict access and protect data;
- unauthorized access, alteration, destruction, removal and/or disclosure of data; this includes LDSB email addresses, distribution lists and user account information;
- displaying, storing, sending or creating fraudulent, harassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise inappropriate or unlawful material;
- cyber-bullying;
- copying, downloading, transferring, renaming, adding or deleting information protected under copyright law;
- use that could reasonably be expected to impair LDSB's computing facilities or interfere with others' use of LDSB technology (e.g., knowingly transmitting a virus or spam); and

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- agreeing to license or download material for which a fee is charged to LDSB without obtaining express written permission from LDSB's information technology staff. Purchasing of materials and services must comply with all procurement policies and procedures.

3.2 Technology resources are shared and limited. Users must use resources responsibly and should not waste resources. Lakehead District School Board reserves the right to limit any activity that consumes a high level of resources that may impact LDSB services or other users (e.g., file storage, bandwidth, Internet access).

3.3 Personal materials not relevant to educational and administrative purposes will not be stored on LDSB servers or services.

#### 4. Guiding Principle #2

##### Digital Citizenship

Users are expected to use technology responsibly and ethically. Lakehead District School Board will ensure that students learn how to become good digital citizens.

- 4.1 Lakehead District School Board has a responsibility to ensure that schools provide the instruction necessary to use technology responsibly and ethically. This includes where, when, and how the use of social media is appropriate and what constitutes cyber-bullying.
- 4.2 Teachers will permit the use of personal electronic devices for academic purposes where their use does not conflict with current classroom activities. Students will be encouraged to Bring Your Own Device (BYOD) (Appendix A) to enhance the learning experience.
- 4.3 Online and digital resources will be incorporated into teachers' lessons.
- 4.4 Students will accept all terms and conditions of the LDSB network and internet use (Appendix B). Some social media platforms will be restricted on school networks and school devices.
- 4.5 Students will have credit opportunities both in person and online.

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5. Guiding Principle #3

Equity

Lakehead District School Board will ensure that all students have equitable access to all required technologies. This includes providing access to devices for those students who cannot bring their own to school, as well as ensuring sufficient bandwidth to schools regardless of their location.

6. Guiding Principle #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.

- 6.1 Data stored on LDSB technology, including email, electronic files, and information in computer systems, are LDSB property and may be reviewed, monitored, and accessed by authorized individuals, as required. Data is also subject to relevant legislation and may be accessed through Freedom of Information requests.
- 6.2 Information stored on personally owned devices is the responsibility of the device owner/user. However, personally owned devices on LDSB property which are used for displaying, storing, sending, or creating fraudulent, harassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise inappropriate or unlawful materials will result in a full investigation and necessary action will be taken where appropriate.
- 6.3 Lakehead District School Board collects data to assist in monitoring the health and usage of systems. Examples include network, application, and internet access logs. These logs may be reviewed periodically.

7. Guiding Principle #5

Security

Users must take reasonable precautions to ensure that data access and storage are secure and safe. Data should be used for the intended purposes.

- 7.1 Staff are provided access to data to perform their roles.
- 7.2 Data may include, but is not limited to, student records, employee records, confidential assessments, and other personal information.
- 7.3 Users are responsible for managing their accounts and passwords that provide access to data and to any personal device that accesses or holds LDSB data. Users must not disclose their passwords to any unauthorized persons.

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- 7.4 Users must exercise reasonable care to ensure the safety of the data entrusted to them. All confidential data not held on LDSB owned servers must be fully encrypted. This applies to all confidential data stored on LDSB and personally owned computers. The storage of confidential LDSB data on servers not owned by LDSB is strictly prohibited without prior approval by the appropriate superintendent.
- 7.5 Users will not connect devices to the wired or wireless network without prior LDSB approval.
- 7.6 Users must comply with all security measures implemented by LDSB. Users are responsible for implementing appropriate security measures such as virus scanning on personally owned devices that hold or access LDSB technology.
- 7.7 Remote access or wireless access to LDSB resources is only permitted through LDSB's approved infrastructure. Users will not attempt to by-pass LDSB's security.

8. Guiding Principle #6

Compliance

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

- 8.1 The storage of unlawful materials on LDSB property or premises is strictly prohibited. Lakehead District School Board resources may not be used in any manner to create, store, send, display, or make available to others, material that contravenes federal or provincial laws or regulations.
- 8.2 Users must comply with the school Code of Conduct and adhere to the principles of academic integrity.
- 8.3 Users must comply with any restrictions on access to LDSB's technology resources.
- 8.4 Personal materials not relevant to educational and administrative purposes will not be stored on LDSB servers. Lakehead District School Board may impose retention periods for various types of data, either temporarily or permanently.

9. 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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10. Review

These procedures shall be reviewed according to 2010 Policy Development and Review Policy.

<u><b>Cross Reference</b></u>	<u><b>Date Received</b></u>	<u><b>Legal Reference</b></u>
3096 Information/ Communication Technology Policy	June 24, 2003	Policy/Program Memorandum No. 144 Bullying Prevention and Intervention
8092 Code of Conduct Policy/Procedure	<u><b>Date Revised</b></u>  June 26, 2007 September 24, 2013 May 26, 2020 May 24, 2022 June 25, 2024	Policy/Program Memorandum No. 128 The Provincial Code of Conduct and School Board Codes of Conduct