

# Procedure: Acceptable and Safe Use Procedure for Computing Technology and Cyber Safety

## **1.0 PURPOSE**

All users of The Durham District School Board (henceforth, referenced as DDSB) computing technology (including Internet access and use) are required to know and abide by the DDSB Acceptable and Safe Use Procedure #3101. This procedure defines use and responsibilities for the safe and acceptable use of computing technology by employees and students in the DDSB.

## **2.0 DEFINITIONS**

Cyber: a prefix meaning **computer**-mediated. Cyber communications occur between two or more individuals via **computer**-mediated formats and electronic devices.

Cyber-bullying: bullying and harassment through cyber-space (i.e. mail, instant messaging, text messages, digital/video images, recordings, blogs, mobile phones, pages, and websites etc.).

Harassment: communicating repeatedly with someone causing fear for his or her safety or someone else's.

## **3.0 USE**

The DDSB's computing technology is made available to students in support of their learning, research requirements and career preparation; to teachers in support of their instruction, research, and administrative activities; to staff in support of their assigned responsibilities; and to other authorized users.

Use of the computing technology of the DDSB shall be governed by all relevant federal (e.g. Copyright Act, Protection of Privacy Act, the Criminal Code, Canadian Human Rights Act, Personal Information Protection and Electronic Documents Act, Human Rights Code, Freedom of Information and Protection of Privacy Act), Municipal (Municipal Freedom of Information and Protection of Privacy Act), and Provincial (Education Act, Safe Schools Act), DDSB (e.g. Policies and Procedures, Central File 06/07-28), and local school (e.g. School Code of Behaviour) laws, regulations and procedures. Use of DDSB computing technology for illegal, political or private commercial purposes is strictly prohibited. The onus is on the user to know and to comply with these laws, regulations and procedures.

Ontario School's Code of Conduct provides that all students and employees have the right to be safe in their school community. When Cyber-bullying issues are reported to schools, the DDSB will determine whether there is sufficient evidence that off-school conduct is a school matter. The DDSB will determine if on-line threat(s) or intimidation resulted in a disruption to the school community and/or the creation of a poisonous learning and/or working environment, and/or harm to the moral tone of the school, and/or affects the well being of others. Criminal and defamatory libel harassment are Criminal Code offences and will be referred to the police.

## **4.0 RESPONSIBILITIES**

### **4.1 All Users**

Users are defined as employees, students, and all other persons given authorized access to DDSB computing technology. All users are responsible for:

- abiding by the Provincial Code of Conduct;
- abiding by the School Code of Conduct;
- using technology resources in ways that do not disrupt or harm other users or compromise the functionality of the system;
- maintaining their password and user ID confidentiality;
- not publishing personal information, pictures, video and/or data, without express informed permission according to DDSB procedures;
- not transmitting, displaying, distributing, or making available materials that are harassing or discriminatory;
- not forging or misrepresenting their identity, or provide false or misleading information;

- familiarizing themselves with the technology resources provided to them, including system maintenance and administration procedures.

Additionally, all e-mail users are responsible for understanding the following information:

- a user's e-mail is confidential and may not be accessed by other users; however, the system administrator may require access to a user's e-mail a) to maintain the system; b) with the supervisor's approval, in the event of a prolonged absence or under other specific circumstances.
- saved or deleted e-mail creates a trail of data that may be retrieved at a later date
- e-mail should not be relied upon for time sensitive, mission critical, or sensitive information. E-mail may be forwarded, redirected, blocked, or intercepted in transit.
- e-mail containing personal information should not be copied, forwarded, or released to unauthorized persons without the individual's consent.

## 4.2 Board Staff and Third Party Vendors

In addition to 4.1, Board Staff and others are responsible for:

- familiarizing themselves with the procedures and guidelines pertaining to information systems and abide by the restrictions and expectations;
- following DDSB procedures to release any information that originates from information systems to the public.;
- managing the accuracy, security, and integrity of information and data within their assigned role and area(s) of responsibility.

## 4.3 Students

In addition to 4.1, students are responsible for:

- abiding by the DDSB's Acceptable and Safe User Procedure #3101 (Appendix A);
- behaviour on and off school property which has a negative impact on the school environment and/or learning of students, including the professional reputations of teachers, administrators and support staff;
- seeking help from principals, teachers and parents/guardians when victimized by Cyber-bullying;
- reporting Cyber-bullying to principals, teachers and parents/guardians.

## 4.4 Superintendents and Supervisors

In addition to 4.1 and 4.2, superintendents and supervisors (including managers) are responsible for:

- ensuring this procedure is communicated to their staff;
- assisting Principals in determining whether off-school Cyber-bullying constitutes a school matter, due to its impact on the school environment and/or learning of student(s) and/or breach of legislation and collective agreement provisions;
- applying corrective and disciplinary measures to address staff violations of this procedure.

## 4.5 Principals

In addition to 4.1 and 4.2, principals are responsible for::

- coordinating and managing computing technology throughout the school for staff and students;
- ensuring the appropriate content, copyright and protection of privacy is maintained on all web pages created for the school;
- using the DDSB School Safe and Acceptable Use Procedure (Appendix A) and distributing it to all staff, students and parents/guardians;
- distributing the DDSB Acceptable and Safe Use Procedure Letter to Parents/Guardians or Letter to Parents/Guardians and Students (Appendix B);

- determining, in consultation with the area superintendent, whether off-school Cyber-bullying constitutes a school matter, due to its impact on the school environment and/or learning of student(s) and/or breach of legislation and collective agreement provisions;
- using this procedure or their school's Code of Behaviour when applying sanctions for misuse and/or illegal use of the DDSB computing technology.

#### 4.6 Teachers

In addition to 4.1 and 4.2, teachers are responsible for:

- complying with the Ontario College of Teachers Professional Standards;
- managing student use of computing technology within their assigned teaching areas and when acting in a supervisory role;
- instructing and supervising of all students in accordance with procedure #3101;
- using this procedure or their school's Code of Behaviour when applying sanctions for misuse and/or illegal use of the DDSB computing technology.

#### 4.7 Waiver of Responsibility

The DDSB (including superintendents, supervisors, principals, vice-principals and teachers) is NOT responsible for the:

- appropriateness of Internet content;
- accuracy or reliability of information located on the Internet;
- loss, damage, or inaccessibility of information due to technical or other difficulties;
- costs or losses incurred by users (with the exception of Ministry funded special equipment).