



HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

OPERATIONS AND PROCEDURES

CATEGORY: SCHOOL OPERATIONS

TITLE: DIGITAL CITIZENSHIP

CODE: 5162 Digital Etiquette

Reference Matrix	
Education Act (1995)	Sections 85, 87, 108, 109, 175, 177, 231
Other Related Acts	Criminal Code; Copyright Act; <i>Local Authority Freedom of Information and Protection of Privacy (LAFOIP)</i>
Holy Family Related Procedures	OP 5071 Distribution of External Materials OP 5163 Digital Access OP 5165 Digital Communication
Holy Family Related Manuals	
Resources (Ministry, SSBA, SCSBA, etc.)	Digital Citizenship Education in Saskatchewan Schools, 2015, Dr. Alec Couros-Information and Technology Coordinator at U of R.
Date Reviewed	August 21, 2016

Background:

Students and employees of Holy Family have a responsibility to behave in ethical and respectful ways in online spaces or when using technology. Holy Family believes that schools have a role in teaching Digital Etiquette as part of regular instruction.

Digital Etiquette may be thought of as a series of guidelines for behaving in responsible and ethical ways online; it provides guidance to help students and staff use technology in ways that have positive effects on others. Digital Etiquette also ensures that students and staff use technology appropriately with consideration for the context, audience, and purpose.

For the purpose of all Digital Citizenship Operational Procedures the term “users” includes all Holy Family administrators, teachers, staff, and students, as well as guests accessing the Holy Family network.

Procedures:

1. General Guidelines

- 1.1. Users agree to utilize technology productively with good intentions in an effort to create a caring and respectful environment in both the digital and real world; technology will not be used in a way that does harm to other people or their work. Reference [OP 5163 Digital Access](#) for signed agreements.
 - 1.1.1. Users will demonstrate respectful manners and judgment. For example, mobile technology should not be used or be in a mode that can be disruptive during presentations, lessons, instruction, etc. when the attention of the participants should be on the teacher, presenter, or other students.
- 1.2. When using technology, users will be mindful of computer viruses and how they are spread: take purposeful protection against hackers, follow security protocols with respect to personal and district passwords, and become knowledgeable about hardware so as to troubleshoot problems dealing with wiring, cables, etc.
 - 1.2.1. Users will not attempt to harm the network in any way. Harm may include, but is not limited to, introducing viruses, hacking into or attempting to otherwise enter restricted data, tampering with hardware such as wires, cables, etc.
- 1.3. When installing or downloading any information, including software, shareware, or freeware, users will obtain appropriate permission(s) from the Computer/Networking Support Technologist at the Division Office as per [OP 5162 Appendix 1 Software Request Form](#).
- 1.4. Users will only view, send, or display messages or pictures that are appropriate in a Catholic educational institution.
- 1.5. Users will keep passwords private and share them only with appropriate staff.
- 1.6. Users will utilize and manage district-assigned storage space efficiently and effectively as directed.
- 1.7. Users will employ resources such as paper and printers efficiently; users will seek permission as required so as to reduce waste.
- 1.8. Users will respect network privacy: access the folders, work, or files of others with appropriate prior permission.
- 1.9. Users will notify an appropriate supervisor or staff member immediately upon encountering materials that are inappropriate and/or worrisome.

2. Appropriate Language

2.1. All users will use appropriate language at all times. Appropriate language use applies to public messages, private messages, and posted material so as to promote a safe and caring world.

2.1.1. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language at any time.

2.2. Users will post information that promotes positive relationships with others and the networks they are working in; messages that could cause damage or disruption will not be posted.

2.3. Following [OP 5165 Digital Communication](#), users will obtain appropriate consent before posting information about others and will only post information about a person that is positive in nature or promotes a healthy and respectful world; users will not knowingly or recklessly post false or defamatory information about a person or organization.

3. Respect for Privacy

3.1. Users will not re-post a message, photo, or video that was sent to them privately without permission of the original sender.

3.2. Users will not post private information about another person.

3.3. Users will not reproduce, capture, or post images or videos of people or people's information without the permission of the person in question.

3.4. Release of information must be done in accordance with the *Local Authority Freedom of Information and Protection Privacy Act (LAFOIP)*.

4. Respecting Network System Resource Limits

4.1. Users will utilize system technology and personal technology during school time only for educational and professional or career development activities.

4.1.1. Recreational use of technology by students requires appropriate permission from the supervising staff member.

4.1.2. Recreational use of technology must follow school guidelines.

4.2. Users will not post chain letters or engage in "spamming." Spamming may be defined as sending an annoying or unnecessary message to a large number of people.

- 4.3. Users will not send Commercial Electronic Messages (CEMs) unless proper permissions have been received from the recipient of the CEM as per [OP 5071 Distribution of External Materials](#).
- 4.4. Users will only subscribe to websites, blogs, mailing lists, and other digital sources of information that are educationally relevant and content-appropriate.