



HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

OPERATIONS AND PROCEDURES

CATEGORY: SCHOOL OPERATIONS

TITLE: DIGITAL CITIZENSHIP

CODE: 5163 Digital Access

Reference Matrix	
Education Act (1995)	Sections 85, 87, 108, 109, 175, 177, 231
Other Related Acts	<i>Local Authority Freedom of Information and Protection of Privacy(LAFOIP)</i>
Holy Family Related Procedures	OP 5141 Student Conduct OP 5142 Student Discipline OP 5161 Responsible Use Procedure (RUP)
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:

All students should have equitable access to technology for the purpose of learning. Holy Family strives to ensure all students are provided with the appropriate technologies required to access online spaces for pedagogical purposes.

In recognition of the fact that schools in the Holy Family Division differ greatly with respect to their location, demographics, and available local community services, Holy Family is committed to ensuring that all staff and classrooms are equipped with, at minimum, a basic platform of digital technologies that allow for equitable access and learning opportunities.

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. Use of technology must be for educational and/or research purposes and be consistent with the mission of the Division.
- 1.2. The Division reserves the right to prioritize use and access to the system to help create efficient and equitable digital access with educational outcomes as a priority.

2. Student Usage

- 2.1. When using the internet, all students must be under the direct supervision of a staff member.

3. Network Access

- 3.1. Students will be given access to the Division's electronic information system only upon receipt of written parent(s)/guardian(s) approval as per [OP 5163 Appendix 1 Parent & Student Consent to Digital Access](#).

- 3.1.1. The Parent & Student Consent form will be considered valid for future years (until such time as the school is notified in writing that this agreement has been revoked or modified).

- 3.1.2. The Parent & Student Consent form will be stored in the student's cumulative record.

- 3.2. Division employees will be granted access to the Division's network upon receipt of the Staff Consent form as per [OP 5163 Appendix 2 Staff Consent to Digital Access](#).

- 3.2.1. The Staff Consent form will be stored in their personnel file.

4. Personal Electronic Device (PED) Use

- 4.1. Holy Family acknowledges it may at times be appropriate for staff or students to use their own PEDs and that these devices may require access to the Division's network.

- 4.1.1. The Principal or designate may authorize a specific use of a PED during the school day or may set procedures allowing the use of PEDs during instructional time.

- 4.1.2. PEDs are to be kept in silent mode during instructional time and school sponsored activities unless permission has been given otherwise.

- 4.1.3. PEDs are not to be taken into test or examination settings unless students have been given permission to do so by the teacher administering the test or exam.
- 4.1.4. PEDs are not to be used in settings such as change rooms, washrooms, private counseling rooms, or other areas where individuals have a reasonable expectation of privacy.
- 4.1.5. Students who bring PEDs to the school are expected to comply with all parts of [OP 5161 Responsible Use Procedure \(RUP\)](#). Students who consistently refuse to comply with the Division's procedures for use of PEDs in the school setting may be subject to disciplinary measures detailed in the school's rules, as well as the steps outlined in [OP 5141 Student Conduct](#) and [OP 5142 Student Discipline](#).
- 4.1.6. In the event of an emergency such as a lockdown or evacuation, students are not to access their PED, especially for the purpose of communicating information with others, without the permission of the Principal or designate.
 - 4.1.6.1. Limiting the use of PEDs is done to ensure bandwidth is available for emergency services and to ensure that communication to the community is managed by division and community staff in order to carry out the safest possible measures for all individuals involved.
 - 4.1.6.2. In events of extreme emergency, it may be appropriate for school staff to give permission(s) to students to access PEDs or for students to use their own best judgment if permission from an appropriate staff member is not possible.
 - 4.1.6.3. PEDs are valuable devices. The security and storage of these items is the sole responsibility of the owner/user. The Division assumes no responsibility for the safety, security, loss, repair, or replacement of PEDs.

5. Cloud Computing

- 5.1. Holy Family uses cloud computing, specifically Google Apps for Education.
- 5.2. Students and staff are assigned a Google account on the Holy Family Domain by the Computer/Networking Support Technologist.
 - 5.2.1. Student accounts will not include first or last names or pictures of the student.

5.2.2. Students will be given an alphanumeric computer-generated code as their account identification.

5.2.3. The Google Apps for Education platform provides students and staff with the following: email, cloud storage, site development with the Holy Family Domain, calendar access, and other collaborative educational applications such as word processing, presentation tools, spreadsheets, and form/survey tools.

6. Usage Violations

6.1. Any user identified as a security risk or as having violated Division and/or school technology use guidelines may be denied access to the Division's system and may face disciplinary action as per [OP 5141 Student Conduct](#) and [OP 5142 Student Discipline](#).