



# HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

## OPERATIONS AND PROCEDURES

CATEGORY: SCHOOL OPERATIONS  
 TITLE: DIGITAL CITIZENSHIP  
 CODE: 5165 Digital Communication

<b>Reference Matrix</b>	
<b>Education Act (1995)</b>	Sections 85, 87, 108, 109, 175, 177, 231
<b>Other Related Acts</b>	Criminal Code; Copyright Act; <i>Local Authority Freedom of Information and Protection of Privacy (LAFOIP)</i> , Bill C-13.
<b>Holy Family Related Procedures</b>	OP 4021 Role Descriptions OP 4032 Employee – Catholic Values Disclosure OP 5071 Distribution of External Material OP 5133 Bullying and Harassment OP 5138 Interviews and Searches by Staff from Other Government Agencies OP 5141 Student Conduct OP 5142 Student Discipline OP 5161 Responsible Use Procedure (RUP) OP 5163 Digital Access
<b>Holy Family Related Manuals</b>	
<b>Resources (Ministry, SSBA, SCSBA, etc.)</b>	Digital Citizenship Education in Saskatchewan Schools, 2015, Dr. Alec Couros-Information and Technology Coordinator at U of R.
<b>Date Reviewed</b>	August 21, 2016

### Background:

Digital Communication may be defined as any electronic medium by which people communicate, including but not limited to cell phones, social networks, email, and texts.

Holy Family has existing standards of behaviour for staff and students in face to face settings. In accordance with [OP 5161 Responsible Use Procedure \(RUP\)](#), these standards of behavior apply to online settings as well: identity is considered to be made up of both online and offline behaviour. Thus, Holy Family staff and students' identity in both face-to-face and digital contexts must remain in good Catholic standing in accordance with the following procedures.

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.

Staff:

[OP 4021 Role Descriptions](#)

[OP 4032 Employee – Catholic Values Disclosure](#)

Students:

[OP 5141 Student Conduct](#)

## **Procedures:**

### 1. Definitions

1.1 Digital Communication may be defined as any electronic medium by which people communicate, including but not limited to cell phones, social networking services, email, or texting.

### 2. Communication Safety

2.1 System users and parent(s)/guardian(s) of students with access to the Division's network must be aware that use of this network may provide access to sites that contain inaccurate and/or objectionable material. Users who unintentionally gain access to such material will discontinue access as quickly as possible. Students are to report the incident to the supervising staff member immediately.

2.2 Users will not reveal personal information about themselves or others, including but not limited to: phone number, address, password, or username.

### 3. Communicating Digital Subject Matter

3.1 All digital subject matter created on the Holy Family network for the purpose of communication should be related to curriculum, instruction, school-authorized activities, general information that is appropriate and of interest to others, or to the Division or schools within the Division.

### 4. Commercial Electronic Messages (CEM)

4.1 Users should refer to [OP 5071 Distribution of External Material](#).

### 5. Employee Social Media Use

- 5.1 Social media may be defined as online communities via which users share ideas, personal messages, information, and user-generated content such as status messages, videos, and pictures.
- 5.2 While at the workplace during work hours, employees are expected to be engaged in work-related activities. Employees are expected to engage in outside interests and activities, including but not limited to the maintenance, access, or use of a personal blog or social networking website, outside of work hours.
- 5.3 Employees must be aware that they have no expectation of privacy in their use of the school division's systems, including the Division network and Division email.
- 5.4 Employee publications, including, but not limited to, postings on blogs and social networking websites, must not negatively impact the Division's reputation. Any such materials that are insulting, demeaning, or offensive to the Division, its employees, or its affiliates, or that are deemed objectionable by the Division will violate this procedure.
  - 5.4.1 Employees must not include any information deemed offensive by the Division.
  - 5.4.2 Employees must not include any confidential information related to colleagues, students, or the Division.
  - 5.4.3 Employees will ensure they never post criticism of colleagues, students, or the Division.
  - 5.4.4 All employees must recognize that they are legally liable for anything they write or present online. Employees can be disciplined by the Division for commentary, content, or images that are illegal, defamatory, pornographic, harassing, or that may contribute to a hostile work environment.
  - 5.4.5 Employees should ensure that they familiarize themselves with social media sites' privacy policies and Terms of Service and should employ the appropriate privacy settings.

## 6. School/Classroom Use

- 6.1 A Facebook page, Twitter account, blog, or other social networking site may be used for communication purposes with parent(s)/guardian(s).
  - 6.1.1 Parent(s)/guardian(s) consent is required as per [OP 5165 Appendix 1 Parent Consent to Teacher Communication via Social Media](#).

- 6.2 A Facebook page, Twitter account, blog, or other social networking site may be used as a teaching tool in a classroom.
- 6.2.1 If a social media site (e.g. Facebook, Twitter, Google+, YouTube, blogs, wikis, etc.) is to be used as a communication tool in a classroom, the use and application of the site must be well documented for tracking and monitoring purposes; social media sites may only be used as part of an instructional plan.
  - 6.2.2 Social media needs to be approved by the Principal by initialing [OP 5165 Appendix 2 Parent & Student Consent to Use Social Media](#).
  - 6.2.3 Where students are involved with a social media site(s) as part of classroom instruction, a signed copy of [OP 5165 Appendix 2 Parent & Student Consent to Use Social Media](#) must be received from any student involved with the social media site.
  - 6.2.4 Teachers must also be aware of and follow [OP 5163 Digital Access](#). This includes receiving a signed copy of [OP 5163 Appendix 1 Parent & Student Consent to Digital Access](#).
  - 6.2.5 When mentioning the Division and/or Division employees, students, and parent(s)/guardian(s), users must identify their status as an employee of the Division and state that the views expressed in social media are theirs alone and do not represent the views of the Division.
  - 6.2.6 Users will not post text, images, or video created by others without proper attribution and/or authorization. Any questions about usage of certain media should be directed to the Principal.
  - 6.2.7 Users may not share confidential information about individual students, grades, or any other information that has not been publicly released by the school or Division.
  - 6.2.8 Users are expected to comply with the Terms of Service of the social media site being used in the school/classroom.
  - 6.2.9 The use of any collected student information (e.g. Facebook name, email address) is considered personal and private information under *The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)*. This information is to be kept confidential and is not to be shared with other staff unless permission has been granted by the parent(s)/guardian(s) to do so.

## 7. Cyber-bullying

- 7.1 Digital Communication has the potential to lead to cyber-bullying. In accordance with [OP 5133 Bullying and Harassment](#), cyber-bullying is defined as hurtful communication that involves an imbalance of power and that is carried out through digital channels. Cyber-bullying behaviour is repetitive, persistent, targeted, intentional, and creates social, emotional, or psychological harm. A victim of cyber-bullying has a difficult time defending him or herself and feels powerless. Cyber-bullying is a means of control and may be carried out directly through an online communication tool or shared in online spaces. Instances of cyber-bullying during the school day will be dealt with in accordance with [OP 5141 Student Conduct](#) and [OP 5142 Student Discipline](#).
  - 7.2 Cyber-bullying may extend beyond the school day; cyber-bullying that has a negative effect on a student's life while at school may be addressed by in-school administration; the student(s) responsible for the cyber-bullying may face discipline from the school as per [OP 5141 Student Conduct](#) and [OP 5142 Student Discipline](#).
  - 7.3 When dealing with information located on a student's personal electronic device or which may involve other agencies such as police, staff should refer to [OP 5138 Interviews and Searches by Staff From Other Government Agencies](#).
8. Sexting
    - 8.1 Sexting may be defined as the sending of sexually explicit messages, photos, video, or other content via digital channels.
    - 8.2 Instances of sexting during the school day will be dealt with in accordance with [OP 5141 Student Conduct](#) and [OP 5142 Student Discipline](#). Student(s) responsible for sexting may also face criminal charges in accordance with Bill C-13.
    - 8.3 Sexting can extend beyond the school day; sexting that has a negative effect on a student's life while at school may be addressed by in-school administration; the student(s) responsible for the sexting may face discipline from the school as per [OP 5141 Student Conduct](#) and [OP 5142 Student Discipline](#) or may face criminal charges in accordance with Bill C-13.
    - 8.4 When dealing with information located on a student's personal electronic device or which may involve other agencies such as police, staff should refer to [OP 5138 Interviews and Searches by Staff From Other Government Agencies](#).