



HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

OPERATIONS AND PROCEDURES

CATEGORY: SCHOOL OPERATIONS

TITLE: DIGITAL CITIZENSHIP

CODE: 5166 Digital Commerce

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 Act (LAFOIP)</i>
Holy Family Related Procedures	
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:

Digital Commerce refers to the buying and selling of goods electronically. Holy Family recognizes that students are increasingly involved in online marketplaces and other online currency exchanges, and thus it is important to ensure that students are equipped with the skills and information needed to make informed decisions when engaging in online monetary transactions.

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. Online Commerce During School Hours

- 1.1 Holy Family employees and students are to conduct online commerce during school or work hours or while using Division networks only with the direct permission of their supervisor and with direct permission of the individual who oversees the related budget area.

2. Pedagogical Practice

2.1 Holy Family staff will support students in learning about Digital Commerce through a variety of curricular outcomes, including:

- 2.1.1 Practical and Applied Arts outcomes that address students' ability to maintain a budget or to record debits and credits.
- 2.1.2 Career Education outcomes that expose students to budgeting and spending with regards to informed decision-making.
- 2.1.3 Health outcomes that address students' ability to create action plans and to develop better decision-making skills.
- 2.1.4 Social Studies outcomes that address learning outcomes in the areas of resources, wealth, and earnings.