



HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

OPERATIONS AND PROCEDURES

CATEGORY: SCHOOL OPERATIONS
 TITLE: DIGITAL CITIZENSHIP
 CODE: 5167 Digital Rights and Responsibilities

Reference Matrix	
Education Act (1995)	Sections 85, 87, 108, 109, 175, 177, 231
Other Related Acts	Criminal Code; <i>Local Authority Freedom of Information and Protection of Privacy (LAFPIP)</i> , Copyright Act
Holy Family Related Procedures	OP 4021 Role Descriptions OP 5141 Student Conduct OP 5162 Digital Etiquette OP 5163 Digital Access
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 Rights and Responsibilities include the privileges inherent in participation in digital society as well as the expectations that come with such participation. Digital Rights include the right to Internet access, the right to freedom of expression online (as accorded by the Canadian Charter of Rights and Freedoms), the ability to post content online without it being stolen or plagiarized, and the ability to participate in online networks without fear of bullying or harassment. Digital Responsibilities include the requirement to follow existing digital laws, to use technology responsibly and ethically, and to ensure that one's personal usage of technology does not infringe on the rights of others.

Holy Family is committed to ensuring that staff and students are equipped with the knowledge and skills to participate in online spaces in ways that adhere to accepted understandings of Digital Responsibilities and to react appropriately with their Digital Rights are infringed upon by others.

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. Student Rights and Responsibilities

1.1. Students and their parent(s)/guardian(s) will be aware of their rights and responsibilities while participating in online spaces.

1.1.1. Students and parent(s)/guardian(s) will be made aware of these rights and responsibilities as per [OP 5163 Digital Access](#).

1.2. If a student or staff member’s rights have been infringed upon by a student, the infraction will be dealt with in accordance with [OP 5141 Student Conduct](#).

1.3. If a student or staff member’s rights have been infringed upon by a staff member, the infraction will be dealt with in accordance with [OP 4021 Role Descriptions](#).

2. Network Storage

2.1. Network storage areas will be treated like school lockers. Division Administration, when directed by the Director of Education or designate, may review the Division network with regards to files, documents, communications, or any other digital media created on the Division network for the purpose of maintaining system integrity and to ensure that students and staff are using the system responsibly.

3. User Responsibilities

3.1. 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.

3.2. A student who knowingly introduces prohibited materials into the Division network will be dealt with according to [OP 5141 Student Conduct](#).

3.3. An employee who knowingly introduces prohibited materials into the Division network will be subject to disciplinary action.

- 3.4. System users will not reveal personal information about themselves or others, such as phone number, address, password, or username, unless directed to by a supervisor.
- 3.5. System users will follow appropriate Digital Etiquette guidelines as outlined in [OP 5162 Digital Etiquette](#).