



HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

OPERATIONS AND PROCEDURES

CATEGORY: SCHOOL OPERATIONS
 TITLE: DIGITAL CITIZENSHIP
 CODE: 5169 Digital Health and Wellness

Reference Matrix	
Education Act (1995)	Sections 85, 87, 108, 109, 175, 177, 231
Other Related Acts	
Holy Family Related Procedures	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:

Digital Health and Wellness includes both physical and mental health considerations. Physical considerations include potential health risks due to overuse or misuse of technology, such as carpal tunnel syndrome, eye strain, and poor posture. As well, physical consequences can result from sedentary behavior due to excessive technology use. Mental health issues may include technology-related addiction, depression, and anxiety, including negative effects of cyber-bullying or online harassment.

Holy Family is committed to ensuring that staff and students are equipped with the skills necessary to use technology in ways that promote positive physical and mental health.

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. Digital Equipment

1.1. Staff and student's technology equipment (computers, desks, chairs, etc.), whenever possible and feasible, will be properly sized and/or adjustable to an appropriate size.

1.1.1. User's feet should touch the ground when sitting on a chair at a computer.

1.1.2. Computers should be put on hard surfaces and elbows should be level with the keyboard, with necks bent slightly.

2. Equipment Use

2.1. Students and staff will be advised of the physical and mental health risks due to overuse of technology and will be aware that inappropriate use of technology may cause harm to their lives and the lives of others. Schools may do the following to help increase awareness:

2.1.1. Posting of Digital Health & Wellness guidelines in classrooms and computer labs, including the following tips: Be comfortable at your station; Take a break from technology every 60 minutes. Get up and walk or stretch; Limit the amount of time spent on the internet.

2.1.2. Where appropriate through Health and Wellness curricular outcomes, teachers should discuss appropriate effects of technology on health. This information can include but should not be limited to: information on eye strain due to technology; information on stress due to the repetitive nature of technological applications/games; information on body fatigue and progressive injury due to a poor ergonomic practices; information on internet addiction due to excessive use; information on depression or anxiety due to phenomena such as social comparison on commonly used internet sites.

2.2. Students should have limited or supervised usage to internet activities.

2.2.1. Students will be made aware that the nature of 24/7 access to technology can lead to development of social, physical, and mental health issues; students should be mindful of the amount and nature of their usage.

2.3. Students and staff will be advised of Division procedures related to cyber-bullying. Instances of suspected or alleged cyber-bullying will be addressed according to [OP 5165 Digital Communication](#).

2.3.1. Where appropriate through Health and Wellness curricular outcomes, teachers should discuss effects of cyber-bullying and other forms of online harassment on mental health.