

## **4580 Electronic/Social Media Communication and Information Access - Students**

Policy 4580

STATUS: **FOR REVIEW**

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*Electronic/Social Media Communication and Information Access - Students*

Adopted: March 26, 1997

Last Revised: June 19, 2013; December 4, 2019; March 2020

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### Description:

The Board supports access by students to information resources along with the development by staff of appropriate skills to analyze and evaluate such resources. The intent of the Board is to enhance educational opportunities, remain committed to responsible digital citizenship and to minimize the risks associated with the use of electronic and social media communications, digital storage and resources.

The district will ensure that schools develop:

- Specific policies for access to electronic/social media communications, digital storage and resources. School policies must adhere to Board policy and regulations;
- Plans for staff to provide guidance and instruction to students in the appropriate use of electronic and social media communications, digital storage and resources;
- Appropriate standards for the protection of students and student information.

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## Description:

## 1. Definitions

1.1. Digital Citizenship

Digital citizenship is defined as appropriate, responsible behaviour with regard to technology use.

1.2. Digital Footprint

A digital footprint is the data trace or trail left by someone's activity in a digital environment.

1.3. Educational Purposes

Educational purposes are those purposes which directly support student learning as outlined in the curriculum mandated by the Ministry of Education.

1.4. Electronic Communications Systems

Electronic communications systems include all electronic devices and related processes used for the purposes of transmitting, retrieving and storing of data, voice, or graphic images. These devices include but are not limited to computers, servers, local area networks, intranets, the Internet, electronic mail systems, online conferences, chats, blogs, videoconferences, cell phones, digital cameras, video cameras, fax machines, electronic tablets and handheld devices.

1.5. Social Media

Social media is the use of web-based and mobile technologies to turn communication into interactive dialogue.

1.6. Digital Resources

Resources available online, such as websites, blogs, apps, and programs for digital portfolios.

1.7. Digital Storage

Storage refers to District computers and tablet devices, District servers and District cloud storage accounts.

2. School staff shall provide instruction on appropriate use of electronic communication, social media communication and digital storage and resources. Standards of behavior and the consequences of inappropriate behavior will be communicated.

3. In accessing electronic and social media communications, and digital storage and resources, it is expected that students will:
  - 3.1. Sign the district-developed Student Responsible Use Agreement used by all schools on an annual basis, in order to gain access to and use of the district's electronic communications systems and understand that compliance is a condition of access. Elementary and Secondary students must have returned a signed parent consent form prior to network access.
  - 3.2. Demonstrate digital citizenship by conducting all related activities in a responsible, ethical, legal and respectful manner in accordance with the District and School's Codes of Conduct and the Student Responsible Use Agreement.
  - 3.3. Practice safe online behaviour and report any inappropriate communication (e.g. distribution of information harmful to others or information regarding a potentially dangerous situation that may threaten the safety of others).
  - 3.4. Protect access to their individual network accounts by the use of a personal password, ensure their personal password is not shared, and agree not to use the password of any other individual.
  - 3.5. Respect the privacy of others (e.g. students, staff, parents and community members), including but not limited to, the sharing of photos, videos, and personal information, without informed consent.
  - 3.6. Ensure that personal use of electronic and social media communications, and digital storage and resources neither interferes with, nor distracts from, their learning or the learning of others.
4. Use of electronic and social media communication and digital storage and resources which violates the terms outlined in policy, the Student Responsible Use Agreement or the District or School Code of Conduct, may result in consequences including loss of access, suspensions and/or when applicable, police involvement may be warranted.
  - 4.1. The following activities are not permitted:
    - 4.1.1. Sending or displaying offensive messages or pictures;
    - 4.1.2. Sending personal information such as address, telephone number, etc.;
    - 4.1.3. Sending other people's personal information;
    - 4.1.4. Using obscene language;
    - 4.1.5. Harassing, insulting or attacking others;
    - 4.1.6. Damaging computers, computer systems or computer networks;
    - 4.1.7. Violating copyright laws;
    - 4.1.8. Using others' passwords;
    - 4.1.9. Trespassing in others' folders, work or files;
    - 4.1.10. Uploading or downloading any files for personal use;
    - 4.1.11. Employing the network for commercial purposes unless the activity is directly related to a school based program and receives prior authorization from the school.