

<b>Topic:</b>	<b>Acceptable Use Procedures for Information and Communication Technology (ICT)</b>
<b>Effective:</b>	<b>March 2013</b>
<b>Cross-Reference:</b>	<b>Freedom of Information and Protection of Privacy Act Administrative Procedures: Bullying Prevention Positive School Climate - Progressive Discipline Website Procedure Bring IT! Ontario College of Teachers Professional Advisory Innovation Procedure Copyright: Fair Dealing Procedure</b>
<b>Review/Revision Date:</b>	<b>March 2018</b>
<b>Responsibility:</b>	<b>Superintendents of Education – Program, Information Technology</b>

**INTENDED PURPOSE:**

Information and Communication Technology (ICT) supports the education of students in the Halton District School Board. Students benefit from the use of ICT through opportunities to share, learn, communicate and collaborate with others in and beyond the classroom. Additionally, the use of ICT fosters the acquisition and development of 21st century skills in various program areas and appropriate use contributes to a positive and safe learning environment.

Staff and students use ICT for administrative, learning and instructional purposes.

**PROCEDURES****Definitions**

**Personally-owned ICT** refers to hardware, software and data not provided by the Halton District School Board

**Personally-assigned ICT** refers to hardware, software and data provided by the Halton District School Board to an individual for exclusive use.

**Personal information** includes but is not limited to home address, telephone number, work address/telephone number of parents/guardians, credit card numbers or other identifying information such as video, images or the school's name or address

**ICT** includes use of hardware (computers, mobile devices, phones, etc.), networks and related equipment as well as the use of information systems and applications such as computer software, electronic mail, web pages/applications and the Internet, whether used within the Board or in a way that has a connection to the Board. The term ICT includes **personally-owned** and **personally-assigned** equipment.

**Users** include any person (employees, students, trustees, or visitors) who uses the Halton District School Board's ICT systems and services

**User Responsibilities**

Observe standards of courtesy and behaviour consistent with the practices and policies of the Halton District School Board when using ICT. For example, users will not transmit or receive content or use ICT in any way that is abusive, criminal, defamatory, derogatory, discriminatory, illegal, deceptive, inappropriate, indecent, libelous, obscene, offensive,

profane, racially offensive, sexual, sexist, slanderous, threatening or in a way that promotes hatred or harm against any group or person.

ICT use is not intended for profit or advertising. ICT use complies with the theme and spirit of education, however reasonable, non-profit personal use of ICT is permitted.

Adhere to all copyright laws and terms of use regarding the downloading, use or redistribution of any software, media or information. Cite all sources when referring to existing material and research.

Before images or video of a student are posted on a web page or public forum, the "Authorization for promotional use of student photos, work, activities" form must be signed and returned to the school (see Related Links for this form). Since this is start of the September startup-up package, schools should have signed forms on file before publishing student images and/or work.

Students must obtain permission of subject (staff, students or any other person) before capturing, using, publishing or transmitting audio, images or video. Students using prescribed assistive technology do not need permission when capturing or using this content for intended academic purposes.

Do not intentionally damage or adversely impact ICT.

Respect ICT and people by not transmitting or intentionally receiving malicious or unwanted information, software (e.g., spam, viruses, hacking, malware, spyware) or undertake malicious activity (hacking, password sniffing, premeditated disruption of service)

Represent their online identity truthfully and only access account(s), information and systems for which they are authorized.

Safeguard passwords, personal information and personal devices from unauthorized users. It is the practice of the Halton District School Board not to identify students in photographs by full name on the school or system website.

Staff may capture personal information, student images/videos and audio for professional purposes (student assessment, slide-shows, graduations) and may store or use this content off-site. This content should be safeguarded and deleted when no longer required.

The Board reserves the right to randomly review, retrieve, read, and disclose any files, messages, or communications that are created, sent received, or stored on board-owned equipment. The Board's right to review/monitor is for the purpose of ensuring the security and protection of business records, preventing unlawful and/or inappropriate conduct, and creating and maintaining a productive work environment. Users should not expect privacy with respect to any of their activities when using Board networks or Board-owned equipment. Use of passwords or account numbers for Board provided systems does not create a reasonable expectation of privacy and confidentiality of information being maintained or transmitted.

Use of ICT within the Halton District School Board is a privilege not a right. Users who violate these procedures risk losing ICT privileges and other consequences consistent with Progressive Discipline and Safe Schools Legislation and the ICT Incident Protocol. Violations of a serious nature may be referred to police.

Use Board-provided accounts where possible (e.g., Halton Cloud).

Comply with all privacy legislation.

NOTE: Use of internet tools and resources that store or require personal information must adhere to privacy legislation. Appendix A “Approved HDSB Internet Tools and Resources list” was developed to identify privacy-compliant tools and resources. All other internet tools and resources require due diligence by the user.

## **Board Responsibilities**

The Board is not liable for lost or damaged personally-owned ICT.

Provide student instruction regarding this procedure.

Provide resources to help educate users in appropriate and effective use of ICT.

Provide network accounts, Halton Cloud, Internet access, and email / conferencing to all users within the Board.

Provide technical support or peer-support conferences as appropriate.

Staff may investigate potentially inappropriate student use.

Investigation of staff or student personally-owned equipment requires consent of the user.

Staff must be authorized by the Director of Education or the Executive Officer of Human Resources before investigating potentially inappropriate staff use.

Personal/private information accessed for operational reasons must be kept confidential.

Information Services Staff are to report any discovered inappropriate staff use to the Superintendent of Education – Information Services, Executive Officer of Human Resources or the Director of Education.

## **Appendix A - “Approved HDSB Internet Tools and Resources list”**

[Capital Renewal](#)

[Elementary internet tool pages](#)

[Employee Self Service](#)

[ESAT](#)

[ESS](#)

[Facility Work Orders](#)

[Halton Google Cloud](#)

[SmartFind](#)

[HESOS](#)

[Halton Incident Tracking](#)

[IEP Engine](#)

[Secondary internet tool pages](#)

[SKOPUS](#)

[Special Education Engine SEE](#)

[Store](#)

[Student Profile](#)

[School Profile](#)

[PD Place](#)

[Trillium Web](#)

[WHMIS](#)

All internet websites that end **hdsb.ca** are approved HDSB Internet tools and websites. All websites ending **myhdsb.ca** are approved HDSB Internet tools and websites. These include but are not limited to:

[myHDSB](#)

[OSBIE](#)

Other approved Internet tools and websites include:

[Cashless School](#)

Dreambox

[Ebase](#)

[Edge 4](#)

E-Learning - Desire to Learn (D2L)

[Home Notification System](#)

[Material Safety Data Sheets](#)

[Media X- mVAL](#)

[My Blueprint](#)

[Overdrive](#)

[Purchasing Cards](#)

[Sirsi Dynix](#)

[Tell Them from Me](#)

[Workplace Safety Inspection](#)

All websites mentioned on student internet tool pages:

[Elementary](#)

[Secondary](#) (Secondary link to be retired summer 2016)