



# Northeastern Catholic District School Board

## RESPONSIBLE USE OF INFORMATION AND COMMUNICATION TECHNOLOGY

Administrative Procedure Number: API001

### POLICY STATEMENT

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The Northeastern Catholic District School Board (NCDSB) is committed to providing its students, staff, and Trustees with access to computer networks and the internet to enhance and broaden opportunities to learn, teach, and lead. The NCDSB believes that technology can contribute to effective instruction and learning if used appropriately. The NCDSB recognizes the impact of information technology on society and is committed to helping all learners develop the skills and understanding needed to use technology ethically to promote values consistent with Catholic teachings and the Catholic Graduate Expectations.

### REFERENCES

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#### **NCDSB Board Policies**

I-2: Responsible Use of Information and Communication Technology

I-5: Website and Social Media

I-6: Hand-Held (Mobile) Wireless Communication Device

Catholic Curriculum Corporation - *Ethical and Responsible Use of Information and Communication Technology*

### DEFINITIONS

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#### **Information and Communication Technology (ICT)**

Includes use of hardware networks (computers, mobile devices, telephony, etc.) and related equipment as well as the use of information systems and applications such as computer software, electronic mail, web pages, cloud-based applications and the internet, whether used within the Board or in a way that has a connection to the Board.

#### **Personal Network Device**

A device, owned by a user, which has the capability to connect to a computer network, either through a network wire or using a radio designed to connect to a wireless computer network. Examples include: laptops, net books, portable game devices, and cellular telephones.

#### **Users**

Any person (employee, student, trustee, visitor) who uses the Northeastern Catholic District School Board's ICT systems and services.

## PROCEDURES

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- 1.0 Principals will notify parents/guardians about the existence of a Responsible Use of Information and Communication Technology Policy at least one time annually.
- 2.0 Staff and students will be provided with a username and password that can be used to access the Private Network of the Northeastern Catholic District School Board.
- 3.0 Staff and students, when logging into the Northeastern Catholic District School Board's Private Network will be prompted at least one time annually to review and acknowledge *Acceptable Use of Information and Communication Technology* with the exception of students Kindergarten to Grade 3.
- 4.0 Each school year, students from Kindergarten to Grade 3 will receive the *Responsible Use of Information and Communication Technology – Kindergarten to Grade 3* acknowledgement form to be signed and acknowledged by a parent or guardian and returned to the school.
- 5.0 In the event that a staff member chooses not to accept these terms, the user account may be disabled. Notification will be provided to the immediate supervisor as well as NCDSB TechSupport. The immediate supervisor will speak with the employee. Further action may ensue in accordance with the policies and procedures of the NCDSB.
- 6.0 In the event that a student or parent chooses not to accept these terms, the user account may be disabled. Notification will be provided to the Principal and NCDSB TechSupport accordingly. The Principal will address the issue with the student and further action may ensue in accordance with the policies and procedures of the NCDSB.
- 7.0 Principals will establish the steps to be taken by students and staff to respond to the inadvertent access in the school to inappropriate/illegal material on the internet.
- 8.0 Principals will cooperate fully with Central Board Office staff and local authorities in any investigation related to any illegal activities conducted through the Information and Communication Technology systems of the Board.
- 9.0 Teachers will provide students with instruction on an annual basis in respect to the appropriate use of the internet.
- 10.0 Electronic mail accounts for staff (employees) will be provided when hired by the board; accounts will be disabled when an employee is no longer employed and/or has taken a leave of absence and/or is classified as redundant and is currently on a recall list.
- 11.0 Electronic mail accounts for students (Kindergarten to Grade 12) will be provided to teachers. Teachers will provide students with instruction on the appropriate use of electronic mail if applicable.

12.0 Superintendents and/or Principals will be informed of any serious infraction of the Responsible Use of Information and Communication Technology Policy and steps will be taken to address the matter.

13.0 Staff and Students will abide by the terms of the Responsible Use of the Information and Communication Technology Policy and refrain from unlawful activity.

**14.0 RELATED FORMS AND DOCUMENTS**

**FORM:** Responsible Use of Information and Communication Technology - Kindergarten to Grade 3

**Director of Education:**

**Tricia Stefanic Weltz**

**Date:**

**September 2019**