Northeastern Catholic District School Board

RESPONSIBLE USE OF INFORMATION AND COMMUNICATION TECHNOLOGY	
Policy Number: I-2	**Authority: 99-106/05-183/11-186/19-42/22-22/25-21/26-111**

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) recognizes that Information and Communication Technology (ICT) is essential to teaching, learning, communication, and the effective operation of the Board. The Board is committed to providing secure, reliable, and equitable access to technology resources that support student achievement, innovation, and responsible stewardship.

The Board believes that technology must be used in ways that are ethical, responsible, and consistent with Catholic teachings. NCDSB is committed to fostering responsible digital citizenship, protecting the privacy and dignity of all individuals, and promoting the appropriate use of emerging technologies, including artificial intelligence (AI), in support of learning and the Ontario Catholic School Graduate Expectations.

REFERENCES

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

Ontario College of Teachers: *Effective Use of Technology*

Municipal Freedom of Information and Protection of Privacy Act

NCDSB AI Guiding Principles

NCDSB Policy
- C-2 Communication with the Public
- E-24 Personal Information Management
- E-29 Borrowing of Board Owned Equipment and Technology
- I-3 Electronic Monitoring
- I-6 Hand-Held (Mobile) Wireless Communication Device

NCDSB Administrative Procedure
- API002 Responsible Use of Information and Communication Technology

DEFINITIONS

Artificial Intelligence

Computer systems or applications that generate or analyze content, assist with decision-making, or perform tasks that typically require human intelligence. AI tools must be used in a manner that is ethical, responsible, and consistent with Board policies, administrative procedures, and applicable legislation.

Board Technology Resources
All technology owned, leased, licensed, or provided by the Board, including devices, networks, internet services, software, applications, cloud-based services, email systems, digital learning platforms, and electronic information.

Digital Citizenship
The safe, ethical, respectful, and responsible use of technology that reflects good judgment, protects the dignity and privacy of others, and supports positive participation in digital environments.

Information and Communication Technology (ICT)
The Board's technology resources used to create, access, store, process, communicate, secure, or share information. ICT includes hardware, software, networks, internet and cloud-based services, communication systems, applications, electronic mail, digital learning platforms, and related technologies used by or on behalf of the Board.

Personal Information
Has the same meaning as defined in the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA).

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.

Responsible Use
The ethical, lawful, and secure use of Board technology resources, systems, networks, devices, applications, and information in support of learning, teaching, administration, and other authorized Board purposes. Appropriate use includes compliance with applicable legislation, Board policies and administrative procedures, and respect for the privacy, safety, security, and dignity of all members of the school community.

User
Any individual who accesses or uses Board Technology Resources, including students, staff, trustees, volunteers, contractors, parents/guardians, visitors, and other authorized individuals.

POLICY REGULATIONS

1.0 The Board expects all users of Board Technology Resources to use technology responsibly, ethically, lawfully, and in a manner that supports learning, work, and other authorized Board purposes.

2.0 The Board is committed to maintaining secure, reliable, and accessible technology resources that support teaching, learning, administration, and communication while protecting the confidentiality, integrity, and availability of Board information.

3.0 The Board may provide mobile communication devices or authorize the use of personal devices to support Board business where operationally appropriate. Such devices shall be used in a manner that protects the security, confidentiality, and integrity of Board information and complies with applicable legislation, NCDSB policies, and administrative procedures.

4.0 The Board is committed to protecting personal information and ensuring that the collection, use, disclosure, and storage of information comply with applicable legislation and Board policies.

5.0 The Board recognizes the importance of developing responsible digital citizens who demonstrate respect, integrity, critical thinking, and sound judgement when using technology, including emerging technologies such as artificial intelligence (AI).

6.0 All users of Board Technology Resources are expected to comply with applicable legislation, Board policies, administrative procedures, and established standards for responsible technology use.

7.0 Failure to comply with this policy or its associated administrative procedures may result in the suspension or loss of technology privileges and may lead to corrective or disciplinary action, where appropriate.

8.0 Establish and maintain administrative procedures to support the implementation of this policy, including expectations related to responsible use, cybersecurity, digital citizenship, privacy, artificial intelligence, mobile communication devices, acceptable technology practices, and incident response.