

Administrative Procedure 3150

***Responsible Use of Information and
Communication Technologies - Students***

Board Governance Policy Cross Reference: [1, 12, 13, 16](#)

Administrative Procedures Cross Reference:

[Code of Conduct](#)

[Harassment](#)

[Use of Copyright Protected Work](#)

Form Cross Reference:

Legal/Regulatory Reference:

[Manitoba Education - Literacy with ICT Across the Curriculum](#)

[The Freedom of Information and Protection of Privacy Act \(FIPPA\)](#)

The Interlake School Division (ISD) supports the responsible use of Information and Communication Technologies (ICT) in support of learning, teaching and administration. New technologies have significantly impacted every facet of modern society including education and provide students with unique and powerful ways to enhance their learning.

It is the expectation of the Division that information and communication technologies are to be used in a responsible, efficient, ethical and legal manner in accordance with the Mission, Vision, Values of the Division as well as associated administrative procedures such as the [Code of Conduct](#).

The ISD supports the development of Literacy with Information and Communication Technology (LwICT) in students. This means thinking critically and creatively about information and about communication as citizens of the global community, while using ICT safely, responsibly and ethically. See [Literacy with ICT Across the Curriculum](#) for further details regarding the K-12 continuum and resources.

Definitions

Information and Communication Technology (ICT) resources include, but are not limited to computers, networks, internet, email, collaborative technologies and other forms of communication services and products.

Network is a wired and wireless technology network including school and division networks, cellular networks, commercial, community or home-based networks accessible to students and employees.

Devices/hardware includes, but is not limited to communication devices, smart phones, audio/video devices, computers and storage devices.

Social media is as any form of professional or personal online publication that allows interactive communication, including but not limited to, social networks, blogs, websites, internet forums and wikis. Examples of social media include but are not limited to, Facebook, Twitter, YouTube, Google, Instagram, Blogger and Flickr.

Professional social media is school related social media activity that is either teacher or school directed.

Personal social media is all related social media sites in which you participate.

Software is any application that is to run on divisionally owned hardware/device.

A. ICT Responsible Use Guidelines

While using ICT resources, Internet and/or communicating electronically at school it is expected that students will:

1. Use any divisionally or personally owned electronic devices, regardless of the connectivity sources, in accordance with this procedure and the Division [Code of Conduct](#).
2. Not reveal personal information about themselves, including their family name, address, picture and phone number;
3. Not reveal personal information about others, including their family name, address, picture, phone number;
4. Use good judgment at all times and model safe and respectful digital citizenship;
5. Be ultimately responsible for their actions in accessing ICT;
6. Respect the rights and privacy of other users of ICT;
7. Exit immediately from sites that are inappropriate (sites offering pornographic, racist, sexist, defamatory or otherwise objectionable material);
8. Not attempt to gain unauthorized access to systems, programs or computer equipment;
9. Use appropriate language and content in all correspondence or communication;
10. Respect copyright;
11. Web and social media tools (e.g., blogs, Facebook, Twitter) are used to share and connect learners locally and globally. ISD students should always keep in mind that information posted

and/or shared is a reflection on the school community. Students should exercise caution, sound judgment, and common sense, and conduct themselves as appropriate digital citizens when using social media sites. Students must report inappropriate or abusive use of ICT in a manner consistent with the student [Code of Conduct](#).

12. When using personal electronic communication devices, whether in school or elsewhere, it is expected this will occur in a manner which is respectful, safe, and legal. The following includes examples of, but is not limited to, inappropriate use of either divisional or personal electronic communication devices:

- Harassment
- Threats
- Intimidation
- Electronic forgery
- Cyberbullying
- Cheating on tests/exams
- Photographing or recording video (including posting recordings online) without proper consent and/or to promote inappropriate/illegal behavior.

Interlake School Division will investigate and act upon any circumstances where ICT is used in such a manner where any student's or staff member's safety is at risk, regardless of when and where the act was committed.

13. When a student uses an electronic device inappropriately and/or contrary to acceptable use, the device may be confiscated. A parent/guardian may be contacted and asked to pick up the device at a time mutually convenient to the parent/guardian and the school.
14. Interlake School Division will assume no responsibility in any circumstance for the loss, destruction, damage or theft of any personal electronic communication device or for any communication costs associated with the unauthorized use of such devices. Students and families are responsible for locating such lost or stolen items.
15. Accept consequences of inappropriate use of technology.

B. Student Use of Cell Phones & Other Personal Devices

ISD students have the right to learn in environments with limited distractions and where the potentially harmful impacts of cell phones and other personal devices are minimized.

In alignment with provincial guidelines and our responsibility for fostering safe, caring, respectful and inclusive schools, ISD will be implementing consistent expectations for student use of cell phones and other personal devices across all schools:

Kindergarten to Grade 8:

1. Students are not permitted to use cell phones or other personal devices during school hours, including breaks and lunch.
2. Students requiring a cell phone or other personal device during school hours for specific educational or medical needs, outlined in a Student-Specific Plan, will be granted access by the school Principal as necessary.

Grade 9 to Grade 12:

1. Students are not permitted to use cell phones or other personal devices during class time.
2. Students are permitted to use cell phones or other personal devices during break times and lunch.
3. Students requiring a cell phone or other personal devices during school hours for specific educational or medical needs, outlined in a Student-Specific Plan, will be granted access by the school Principal as necessary.

C. Social Media Guidelines for Students

1. Be aware of what you post online. Social media venues including wikis, blogs, photo and video sharing sites are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want peers, parents, teachers, or a future employer to see.
2. Follow the divisional [Code of Conduct](#) when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
3. Be safe online. When communicating with people on social media sites, never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
4. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
5. Do your own work! Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts. When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.
6. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image. Students are encouraged to utilize images found through Creative Commons, (<http://creativecommons.org>).
7. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
8. Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work be sure it is in the spirit of improving the writing.

9. If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.
10. Share your digital footprint with your parents and consider their suggestions. Get your parents' input about what information they feel should remain private and what is fine to post publicly. Your parents are responsible for what you do online if you are a minor and may want your passwords and usernames to monitor your social media use.
11. Protect Yourself. There are many ways to protect yourself online. For example, only accept friend requests from people you know. You may interact online with people you have never met in person. Use caution, find out as much as you can about the person, and tell a parent if you are considering meeting one of these people face to face. Additionally, while it is important to be yourself online, it is also important to remember not to post too many identifying details (such as where you live or your social insurance number) because revealing that information can be potentially dangerous or compromise your identity in some way. Do not share passwords with friends and be sure that the computers do not automatically save passwords. Always log off when you have finished using a site – do not just click out of the browser.
12. Privacy settings are automatically set by social media providers governing who can see your posts, how information is linked, and what data is available to the public. Each social media platform has different privacy setting defaults, and some change those settings without making it obvious to you. As a user of social media, you should determine whether to change the default settings to make access to postings more or less private. For example, if you are creating a personal site to promote a social or political issue, you likely want to make that site open to everyone. However, if you want to discuss a project you are doing in class, it may be better to limit access only to a small group of classmates.
13. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.
14. Cyberbullying. Cyberbullying is the use of electronic technologies to hurt or harm other people. Examples include:
 - *Sending offensive text messages or emails;*
 - *Posting statements that are not true and create rumors; or*
 - *Circulating embarrassing photos of a classmate online.*

Sometimes, it may be difficult to draw the line between a harmless joke and one which goes too far and becomes hurtful.

If you are being cyberbullied or hear about/observe someone else being cyberbullied, report the behavior and get help. You can tell a parent, school staff, another adult family member, or a trusted adult. If no adult is available and you or someone else is in danger, call 911. Students who violate these rules may be subject to discipline.

It is important not to respond to, retaliate to, or forward any harassing, intimidating, or bullying content. "De-friend," block, or remove people who send inappropriate content. It may also be a good idea to save harassing messages, as this evidence could be important to show an adult if

the behavior continues. If the behavior is school-related, print out the messages and provide them to the school when you report the incident.

D. Consequences for Inappropriate Use

1. An individual search will be conducted if there is reasonable suspicion that a user has violated the law, this Procedure, or the school's [Code of Conduct](#).
2. Violation of any part of this procedure shall result in disciplinary measures. Disciplinary action may include, but not limited to: the loss of any or all ICT privileges, termination of the user's e-mail or network account (where applicable). Additional disciplinary action may be determined at the school level in line with the Code of Conduct and/or [Harassment](#) Administrative Procedures, including removal from class, loss of credit for secondary students, suspension or expulsion.
3. Students and/or their parents/guardians shall be financially responsible for willful damage to equipment.
4. Illegal/criminal activity involving ICT use will be referred to the appropriate law enforcement agency.

E. Guidelines for Posting Photographs and Student Work on Division/School Websites and Social Media

In order to comply with [The Freedom of Information and Protection of Privacy Act \(FIPPA\)](#), the Interlake School Division requires consent from parents/guardians or students (for students over the age of 18) to post or publish student information and work on various public forums.

- The school must receive a signed Media Release as part of the [ISD Student Information Form](#) for students from the parent/guardian (or from the student himself/herself if the student is 18 years of age or over) before any student photograph, video, voice recording or work is posted.

1. Posting Photographs on ISD/School Websites and Social Media

- a) Individual head and shoulder photos of students are generally to be avoided and may only be used with a signed consent. Only the first name shall be used.
- b) Photos of classrooms and other facilities are permitted, provided that location details (such as room numbers) are not included.
- c) Group or action pictures or video clips of students and classrooms may be posted, providing individual names do not accompany the picture. Parental permission shall be granted at the beginning of each school year, as part of the authorizations granted in the ISD Student Registration Form.

2. Posting Student Work on Division/School Websites and Social Media

- a) Permission is required from both the student and the parent before posting student work on Division/school websites or Social Media sites.

- b) Student work is to be identified only by a student's first name.
- c) Student work shall appear with a copyright notice prohibiting the copying of such work without express written permission.

3. Special Circumstances Involving School Awards or Special Honours

In instances where list of students (i.e. award winners) are published in local media or in the school newsletter, the information is in the public domain and the ISD/schools may therefore identify such award winners by first and last name on their websites or social media, providing photos do not accompany the list.