

# Policy 311

## APPENDIX A – APPROPRIATE USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES (ICT)



### DEPARTMENT OF EDUCATION AND EARLY CHILDHOOD DEVELOPMENT

The Department of Education and Early Childhood Development (Department) supports and encourages the age-appropriate use of technology in education, and it recognizes that technology is a useful learning tool as part of a well-rounded education, including the development of skills and knowledge that will help students succeed beyond the school.

To prepare students to become good digital citizens, it's essential to make them aware of their responsibilities and the responsible use of information and communication technologies (ICT). Therefore, to foster a safe and secure learning environment, it's important to follow certain basic rules. Those rules are listed below. The following should not be regarded as an exhaustive list but as a guide for students and school personnel in determining what is reasonable and permitted.

#### **Users shall:**

- access the BYOD zone (school network) via the user's individual username;
- use available technologies appropriately, including personal devices, such as for valid and educational purposes;
- be aware of the consequences of technology use;
- reflect before posting anything online, and ensure the post is not harmful, insulting or damaging and will not negatively impact the school environment.

#### **Users shall not:**

- alter or destroy information or documents not belonging to the user;
- obtain access to software or apps to which the user is not entitled (including piracy);
- access websites and files (including images and videos) considered to be unlawful, obscene, pornographic, erotic, abusive, gambling, discriminatory, hate-motivated, seditious, harassing, counter to a positive learning environment, demeaning or otherwise unacceptable for school;
- make use of ICT for personal monetary gain. This includes solicitation of funds and selling goods and/or services of any type. (Approved fundraising for the benefit of the school system is accepted.)
- install or store any files, software, apps or electronic documents on devices not belonging to the user, except when the user is instructed to do so by a teacher;

- use the BYOD zone to transmit unsolicited bulk information (SPAM). This includes junk mail, solicitation, chain letters and virus alerts not originating from the system administrator;
- compromise the personal safety of the user or another person by revealing personal information, as defined by the policy, including revealing personal images or videos, personal contact information, such as school location, phone number, email address or physical address or agreeing to meet with unknown persons contacted through the Internet without the consent of a parent (if the user is a minor) or a teacher, if applicable; and
- use ICT in a manner that calls into question the suitability of school personnel for working with children. Standards for appropriate behaviour of adults towards students in the public education system are stated in Policy 701 – [\*Policy for the Protection of Pupils\*](#).