BRANDON SCHOOL DIVISION

TECHNOLOGY AND COMMUNICATIONS RESOURCES USER PROCEDURES

FOR PARENTS/GUARDIANS

Section A: Information and Communication Technologies (ICT) Use by Students

ADMINSTRATIVE PROCEDURE 2055

The Brandon School Division provides students access to a variety of information and communication technologies, including computer workstations, mobile devices and network infrastructure to support student learning.

The skill sets associated with use of information and communication technologies is fundamental for life in the 21st century. As such, the use of ICT has become an integral part of teaching and learning in all curricula.

The Division 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.

The Division will endeavour to provide error-free, dependable access to information and communication technology resources. The Division's networks and equipment are provided to students for the sole purpose of educational activities associated with the Brandon School Division. Students using the Division's networks and equipment do so at their own risk, and the Division cannot be held liable for any information that may be lost, damaged or unavailable due to technical or other difficulties.

A network account is the responsibility of the person to whom it is issued and shall be used for educational or research purposes and for conducting valid school or Divisional business. The Division has the authority to monitor all accounts on the Division's networks and the use of network resources to ensure network security and compliance with administrative procedures and laws. If there is reason to believe that there has been misuse of Division resources, user accounts may be accessed by network administrators.

In order to comply with The Freedom of Information and Protection of Privacy Act (FIPPA), the Brandon School Division requires consent from parents or students to post or publish student information and work on various public forums.

Student Internet Use

Internet use is an important component of the integration of information and communications technology with learning in the Division. Students are guided to become proficient digital citizens in order to:

- locate and retrieve up-to-date information on topics studied in the classroom;
- communicate rapidly with other users around the world;
- collaborate with others in different locations on topics of common interest; and
- become competent global citizens with 21st century skill preparedness.

Safety

Keeping students safe during Internet access is the joint responsibility of school and Divisional personnel, parents/guardians and students. Safety measures in place include features, training and procedures that result in safe and ethical use of the Internet. The Division has installed Internet content filtering software that restricts access to inappropriate sites on the Internet.

- School instructional staff will be trained to assist students to safely and responsibly use the Internet.
- Students and their parents/guardians (for students under 18 years of age) are required to complete an Information and Communications Technologies Student Acceptable Use Agreement before students receive access to the school network.
- Review with students, once per semester (secondary) or twice per year (elementary), the Divisional guidelines for the Student Use of Information and Communications Technologies (ICT) (see below)
- Use of technology and communication resources by students will take place in settings supervised by instructional staff.
- Network storage areas shall be treated like student lockers (refer to Administrative Procedure 6075).
- Network Administrators may review user files and communications to maintain system integrity and to ensure that students are using the system responsibly.

Guidelines for the Use of Technology and Communications by Students

While using technology at school, it is expected that students shall:

- accept ultimate responsibility for their actions in accessing technology;
- access the network and the Internet only under the supervision of instructional staff and accept the limitations placed on them by that supervisor and the Brandon School Division;
- access the network and the Internet only with equipment provided by the Division; unless authorized by the School Leader
- close all Internet browser windows and log off the Divisional network when not directly using the computer or mobile device;
- use good judgment at all times;
- respect the rights and privacy of other technology users;
- use only the Divisional accounts (e.g., network login, e-mail) assigned to them by the system administrator;
- keep user IDs and passwords for Divisional accounts confidential;
- follow generally accepted netiquette (network etiquette) rules, including using appropriate language and content in all correspondence or communications ;
- will not attempt to modify settings, unless approved by instructional or administrative staff, or uninstall programs installed by the MIST Department;
- respect copyright;
- use only Brandon School Division sanctioned technology and communication resources unless a project proposal has been approved under the guidelines and procedures of the Brandon School Division Social Media Administrative Procedure (refer to Administrative Procedure 2125);
- download only information (including text, software, graphics and images) that is classroom or course-related, with the permission of instructional staff;
- refrain from revealing personal information about themselves and others online, which includes but is not limited to the student's name, age and location;
- be responsible for not pursuing inappropriate material on the Internet and inform instructional staff of any inappropriate sites to which they inadvertently navigate;
- accept consequences of inappropriate use of technology, as outlined in this procedure;
- bring in personal devices under certain circumstances and **only with the permission of the School Leader.** The devices will connect to the guest wireless network using the student active directory credentials, and receive internet access only. Should a student bring in their own device, they do so at their own risk and the Division cannot be held liable for any information or hardware that may be lost, damaged or unavailable due to technical or other difficulties.

Sanctions

- Violation of any of the outlined guidelines will result in a loss of access privileges and, in turn, may necessitate withdrawal from any technology-related courses in which a student is enrolled.

- Additional disciplinary action may be determined at the school level in line with the Division's Code of Conduct, including suspension or expulsion.
- If applicable, law enforcement agencies may be involved.

Section B: BSD Student Email User Agreement

Student Email is a service provided by the Brandon School Division for students in the Brandon School Division. It is intended to provide a safe and secure environment for students to develop their skills in using email to communicate easily and effectively with other students, resources and their teachers in the Division.

BSD Student Email is made available to students who agree to act in a considerate and responsible manner.

All users are responsible for safeguarding and protecting their user access identification and for their behaviour and communications over email. In addition, students must follow Administrative Procedure 2045 – Information and Communication Technologies when accessing student email.

BSD Student Email is provided by the Brandon School Division's network and server infrastructure. In order to maintain system integrity and to ensure that users are using the system responsibly, content filters may be used to scan for obscene or threatening language. By agreeing to this User Agreement, users and their parents/guardians consent to the disclosure by Brandon School Division of certain "personal information" as defined in *The Freedom of Information and Protection of Privacy Act (Manitoba),* (including the user's name, home address, e-mail address, school division, school and any other information that may be relevant to the particular case), to the appropriate authorities. This may include the school, the user's parents (for student users who are minors), affected persons or their parents (for student users who are minors) and, in extreme cases, the police.

Section C: External and Internal Media Use of Images and Recordings

ADMINSTRATIVE PROCEDURE 2035

I understand that the Brandon School Division and/or its partners may wish to photograph or record audio or video of my/my child's name, image, student work and/or performance and to display or distribute any or all for the purpose of promotional publishing, posting on a Brandon School Division website, posting on Brandon School Division Social Media site(s), posting in physical school buildings and/or broadcasting on television or radio determined by the Brandon School Division.

I also understand that:

- External media may attend or request to attend school activities or events.
- I/my child may be asked a variety of questions regarding school and school related activities and programs.
- All direct media interaction will be supervised.
- Once photographed or recorded, student names and other identifying information or student work are released in any public forum, the Brandon School Division cannot control or prevent the further distribution or use of the material by those who access the information.
- Parents or students are under no obligation to consent; it is their voluntary decision to do so. <u>If the form is not returned, or if no preference is indicated, a refusal to consent will be presumed.</u>
- Consent will be valid for the duration of the current school year. Once consent is given, any Works obtained during that school year may be used now and any time in the future whether it is known or unknown.
- Consent may be withdrawn <u>prior to posting or publication</u> by notifying the school principal in writing.

External and Internal Media Coverage (General) Notice to Parents

ADMINSTRATIVE PROCEDURE 2035N

From time to time, a Brandon School Division representative or External media representatives (newspapers, magazines, radio or television stations, web sites) request to come onto school property to report on and/or photograph/record an aspect of the school or its programs. These may thereafter be digitally manipulated, published, broadcast, re-broadcast or sold to other external media outlets.

External media requests will be directed to the Division Communications Office for careful consideration and subsequently sent for approval by the School Leader. (Please refer to Administrative Procedure 2010 Communications)

However, we recognize that you may not wish your child to participate. If this is the case, school staff will involve your child in other activities during the media's attendance. (Unless otherwise stated, "media" refers to both External and Internal Media.)

The Division cannot prevent external media outlets from photographing students from vantage points beyond our control, such as outside the school or across the street from the school. Nor can the Division prevent external media from interviewing students at these locations. If this is a concern, you should discuss the matter with your child to alert your child to this possibility.

Similarly, parents and the external media may take non-specific, non-identified recordings of children at public events in the school or off-site. In such instances, your child's image or voice or a digital manipulation of the image or audio may be recorded, broadcast or published. Once the photograph or recording has been taken, the Division cannot restrict or limit subsequent publication or re-broadcast. Student photographs and work that is showcased may be identified using the student's first name, last name initial, grade and school only.

Please note the following information:

- Once photographs, student names and other identifying information or student work are released in any public forum, the Division cannot control or prevent the further distribution or use of the material by those who access the information.
- Parents or students are under no obligation to consent; it is their voluntary decision to do so. <u>If the form is not returned, or if no preference is indicated, a refusal to consent will be presumed.</u>
- Consent will be valid for the duration of the current school year. Once consent is given, any works obtained during that school year may be **used now and any time in the future**.
- Consent may be withdrawn <u>prior to posting or publication</u> by notifying the School Leader in writing.

If you should have any questions regarding this notice, please contact your School Leader.