



## Administrative Procedure 2055

# *Information and Communication Technologies (ICT) Use by Students*

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**Board Governance Policy Cross Reference:** [1](#), [11](#), [12](#), [13](#), [14](#)

**Administrative Procedures Cross Reference:**

[Student Code of Conduct](#)

[Respectful Workplace](#)

[Communications – Media Relations](#)

[Social Media and Third-Party Educational Applications](#)

**Form Cross Reference:**

[Information and Communication Technologies \(ICT\) Student Acceptable Use Agreement](#)

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**Legal/Regulatory Reference:**

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

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

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**Date Adopted:** July 2014

**Amended:** January 2021

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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 21<sup>st</sup> 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. See Literacy with ICT Across the Curriculum for further details regarding the K-12 continuum and resources.

The Division will endeavour to provide error-free, dependable access to information and communications 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 (see Communications – Media Relations).

### **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 21<sup>st</sup> century skill preparedness.

### **Safety**

Keeping students safe during Internet access is the joint responsibility of school and Division 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 Communication Technologies (ICT) Student Acceptable Use Agreement before students receive access to the school network;
- School instructional staff will 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;
- Network Administrators may review user files and communications to maintain system integrity and to ensure that students are using the system responsibly.

### **Guidelines for Student Use of Information and Communications Technologies (ICT)**

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

- accept ultimate responsibility for their actions in accessing ICT;
- 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;
- not attempt to modify settings, unless approved by instructional or administrative staff, or uninstall programs installed by the Learning and Business Technologies 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 and Third-Party Educational Applications Administrative Procedure;
- 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.

### **Violations**

- 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 Student Code of Conduct and/or Respectful Workplace Administrative Procedures, including suspension or expulsion;
- If applicable, law enforcement agencies may be involved.