

## Responsible Use of Technology Resources Protocol Staff

### PURPOSE

Sturgeon Public School Division provides staff with technology resources that support teaching, learning or administrative operations. Technology resources refers to all resources on the Division network including, but not limited to, Internet access, email accounts, installed software, personal file storage areas, and all hardware attached to the network.

Sturgeon Public Schools recognizes that the responsible use of Personal Communication Devices (PCDs) by staff for instructional purposes can support the learning process and the administration of business operations.

Sturgeon Public Schools recognizes that the use of electronic social media by staff is a viable means to engage colleagues, parents, and students in the enhancement of student learning. The Division is committed to supporting the use of electronic social media by staff to interact knowledgeably and responsibly for instructional and professional development purposes. The Division recognizes that parents and legal guardians entrust educators with the duty to educate their children, and the use of the Internet and electronic social media has the potential to affect that trust.

### DEFINITIONS

**Technology Resources:** Includes all resources on the Division network, such as internet access, email accounts, installed software, personal file storage, and hardware attached to the network.

**Electronic Social Media:** Refers to electronic access to and use of blogs, personal websites, RSS feeds, postings on wikis, and other interactive sites, including but not limited to Facebook, Twitter, Instagram, YouTube and other social media platforms.

**Personal Communication Devices (PCDs):** Refers to mobile phones, tablets and other portable electronic devices that can be used for communication and accessing the Internet.

### PRINCIPLES OF USE

- All technology resources are intended for education and administrative use.
- As the owner of all technology resources, the Division retains the right to monitor their use.

- The use of technology resources is subject to all policies and procedures of both the Division and individual schools/sites related to technology, property, or conduct.

## CONDITIONS OF USE

- Staff is expected to use technology resources to further the mission of the Division. Personal use of these resources is NOT permitted.
- Staff will not disclose confidential student information, images, or confidential school, department, or personnel records without obtaining written consent from the principal, supervisor, or parent/legal guardian. Staff are expected to adhere to the Freedom of Information and Protection of Privacy Act (FOIP) and ensure that publishing personal information on the Internet or in publicly viewed files meets the Division's FOIP guidelines.
- Staff may use Personal Communication Devices (PCDs) for instructional purposes or to engage colleagues, parents, and students:
  - All FOIP guidelines and agreements must be followed when capturing images or videos of students or staff. Further, when staff are capturing images or videos, they must consider the following:
    - Division owned technology should be used when capturing images of students or staff for use in publications, websites, or on social media.
    - When it is not possible to use Division technology, staff may use their own personal device, provided all FOIP guidelines and agreements are followed, and any files are deleted from the device within 14 days. Staff must also ensure no copies remain on the device, including any backup cloud services.
- The Division's policy and guidelines may make provision for consequences for failure to practice responsible use of technology resources, social media and PCDs. This may include, but is not limited to, loss of network privileges, suspension, financial liability for damages and disciplinary or legal action.
- Staff may use electronic social media to engage colleagues, parents, and students in the enhancement of student learning:
  - Staff are not authorized to use electronic social media sites to represent a school, department, or the Division unless they have received written permission from a principal or supervisor. If a social media user is identified as an employee of the Division but did not receive such permission, their social media profile or posts must clearly state that they are not representing the views of a school, department, or the Division.
  - Online correspondence between staff and students must be related to coursework or school-sanctioned clubs and activities. All school-sanctioned electronic social media groups must have

at least two staff members with administrative privileges and will be supervised and monitored by a teacher. Staff are prohibited from initiating or accepting electronic “friend” invitations from students unless it is part of an existing school course or club structure with proper administrative oversight.

- Staff may be disciplined if their social media comments, postings, or other technology use, whether personal or school/Division-related, result in a disruption to the school or Division environment, negatively impact their ability to perform their duties or violate Division policies. This includes posting or promoting content or images that are defamatory, pornographic, proprietary, harassing or that create a negative work environment.
- Staff participating in electronic social media activities must respect copyright laws, not only regarding the content produced on social media sites but also concerning the software that enables them to operate. Staff must comply with the Freedom of Information and Protection of Privacy Act (FOIP) and the Copyright Act when posting anything online.
- Staff are encouraged to consider the responsible and ethical use of Artificial Intelligence (AI) tools for the professional creation of materials. Staff who choose to use AI tools will:
  - Ensure no student identifying information is uploaded into any type of AI tool.
  - Acknowledge using AI if the content is generative and large parts will be used as new ideas, content, or shared as facts or statements.
  - Do so in a manner that upholds a commitment to privacy, safety, ethical, and professional standards, demonstrating the importance of digital citizenship and thoughtful application of technology.
- Staff who discover inappropriate material on the network are expected to advise their school administrator and/or the Deputy Superintendent Education Services.
- Staff will use their assigned login only in the manner intended. This includes accessing only network resources assigned to their login. Staff will not use another person’s files, output, or credentials.
- Staff are responsible for the security of access (login and password) to their network resources and will not share the credentials with anyone.
- In order to protect personal and corporate identities, staff must adhere to the password protocol which includes password history limitations and password age, length, and complexity.

- Staff will not decrease the operation of or access to technology resources through inappropriate use of technology resources, malicious activity directed against technology resources, or unauthorized use of personal program/data files.
- Staff will follow the procedures in [AP 300: Security of Personal and Division Information](#) and [AP 870: Responsible Use of Technology Resources](#).
- In the event of damage to a resource, the school or department will be responsible for the cost of repair, remediation, or replacement (whichever is deemed most feasible) of the resource(s) that is/are damaged. It is at the discretion of the Principal or head of the department if the cost is to be transferred to the individual responsible for the damage.
- Examples of Technology Resources

Below are examples of what items fall under the classification of technology resources:

Desktop PC Computers	Scanners	Speakers
Laptop or Notebook Computers	Document Cameras	Digital Camera
Chromebooks	Monitors	Media/DVD Player
Mobile Phones	Hallway Displays	Printers and 3D Printers
iPads and other Tablets	Gymnasium Audio/Visual Equipment	Web Cameras
Interactive Displays – LOFT	Desktop Phones	STEAM Robotics
Multimedia Projectors	Keyboards/Mice	Account Login

## ACKNOWLEDGEMENT

I understand and agree to follow the conditions of this Responsible Use Protocol. I have read [AP 300: Security of Personal and Division Information](#) and [AP 870: Responsible Use of Technology Resources](#) and understand these procedures.

Staff Member Name (Print): \_\_\_\_\_

Staff Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## REFERENCE

[Administrative Procedure 300: Security of Personal and Division Information](#)

[Administrative Procedure 721: Teachers and Professional Development](#)

[Administrative Procedure 727: Support Staff and Professional Development](#)

[Administrative Procedure 865: Information and Communication Technology](#)

[Administrative Procedure 870: Responsible Use of Technology Resources](#)