



**Date:** August 28, 2024 **Agenda Item:** 7.7

**To:** Board of Trustees

**From:** Shawna Warren, Superintendent

**Originator(s):** Shawna Warren, Superintendent  
Jonathan Konrad, Deputy Superintendent Education Services

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

**Additional Reference:** [Ministerial Order #014/2024](#)  
[Alberta Frequently asked Questions](#)  
[Minister Letter to Parents](#)  
[UNESCO Report on Technology in Education \(2023\)](#)  
[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](#)  
[Exhibit 1 – Responsible Use of Technology Resources Protocol Staff](#)  
[Exhibit 2 – Responsible Use of Technology Resources Protocol Students](#)

**Assurance Domain:** Student Growth & Achievement  
Teaching & Leading  
Learning Supports  
Governance  
Local & Societal

**Superintendent Leadership Quality Standard (SLQS)**

SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):  
Building Effective Relationships  
Visionary Leadership  
Leading Learning  
School Authority Operations and Resources  
Supporting Effective Governance

**Subject:** **Administrative Procedure 870: Responsible Use of Technology Resources**

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**Purpose:**

For information.

**Background:**

In response to Ministerial Order #014/2024 – Standards for the Use of Personal Mobile Devices and Social Media in Schools – Administration spent the summer updating all applicable Administrative Procedures in advance of the start of the school year to set our schools up for success.

It is in the best interest of our students, our staff and our school community at large to adopt and implement these new legislated requirements at the beginning of the school year instead of trying to shift part way through on January 1, 2025 (mandated implementation date).

The two updated Administrative Procedures (along with the corresponding exhibits) were shared with Principals, Vice Principals and School Office Staff earlier this month so that the school-based leadership teams could get their Student Code of Conduct/Handbooks updated and create their plans for implementation to meet these new legislative requirements.

Attached is the revised *Administrative Procedure 870: Responsible Use of Technology Resources*, the revised *AP870: Exhibit 1 - Responsible Use of Technology Resources Protocol - Staff* and the revised *AP870: Exhibit 2 - Responsible Use of Technology Resources Protocol - Students*.

Administration is prepared to respond to questions at the August 28, 2024, Public Board meeting.

**Attachment(s):**

1. [Administrative Procedure 870: Responsible Use of Technology Resources - Website Version](#)
2. Administrative Procedure 870: Responsible Use of Technology Resources - Tracked Changes
3. [870: Exhibit 1 - Responsible Use of Technology Resources Protocol - Staff](#)
4. [870: Exhibit 2 - Responsible Use of Technology Resources Protocol - Students](#)



## 870: Responsible Use of Technology

### Resources

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#### **Responsible Administrator: Deputy Superintendent Education Services**

#### **PURPOSE**

Sturgeon Public Schools (SPS) provides staff and students with technology resources that support teaching, learning or administrative operations. The Division also allows personal devices to access the network.

#### **PROCESS**

The Deputy Superintendent Education Services is responsible for this Administrative Procedure and shall review with principals and other supervisors on an annual basis.

#### **PROCEDURE**

1. Principals and supervisors shall review the following documents with all employees that report to them on an annual basis:

1.1 this Administrative Procedure;

1.2 *Responsible Use of Technology Resources Protocol Acknowledgment - Staff (Exhibit 1)*; and,

1.3 *AP 300: Security of Personal and Divisional Information.*

2. The Division promotes a culture of innovation and learning through the responsible and ethical use of Artificial Intelligence (AI). AI tools must be reviewed for privacy, bias, discrimination, accuracy, and the potential harm that may come with their use. No student identifying information may be uploaded into any type of AI tool.

3. The *Responsible Use of Technology Resources Protocol Acknowledgment - Staff (Exhibit 1)* will be signed by all SPS staff annually.

4. The Human Resources Department shall ensure that all new staff members have signed the *Responsible Use of Technology Resources Protocol Acknowledgment - Staff (Exhibit 1)* during the orientation process.

5. Principals shall ensure teachers review on an annual basis, the *Responsible Use of Technology Resources Protocol Acknowledgment - Students (Exhibit 2)* with all students within the context of digital citizenship.

6. The *Responsible Use of Technology Resources Protocol Acknowledgment - Students (Exhibit 2)* will be reviewed and signed by parents/guardians and students annually.

7. The Division may authorize the executive of the respective employee association or union to use technology resources to conduct association or union business.

8. Technology resources shall not be used to campaign, canvass for support, debate, or in any other manner encourage Division employees to take political action.

9. Technology resources shall not be used to promote positions in conflict with Division policies, programs, or other operational guidelines or directives.

10. For network security and the safety of all users, SPS monitors network activity. If the Division discovers activities that do not comply with applicable law or Division policy, records will be retrieved in accordance with due process.

## **References:**

*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*

*Exhibit 1 – Responsible Use of Technology Resources Protocol Staff*

*Exhibit 2 – Responsible Use of Technology Resources Protocol Students*

## **History**

2020 Jan 29 Initial Approval

2021 Aug 10 Amended

2024 Jun 19 Amended

2024 Aug 28 Amended

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## **Administrative Procedures VIII. Curriculum and Instruction (Information Technology)**

## Administrative Procedure 870

# Responsible Use of Technology Resources

Responsible Administrator: Deputy Superintendent Education Services

### PURPOSE

Sturgeon Public Schools (SPS) provides staff and students with technology resources that support teaching, learning or administrative operations. The Division also allows personal devices to access the network.

### PROCESS

The Deputy Superintendent Education Services is responsible for this Administrative Procedure and shall review with principals and other supervisors on an annual basis.

### PROCEDURE

1. Principals and supervisors shall review the following documents with all employees that report to them on an annual basis:
  - 1.1 this Administrative Procedure;
  - 1.2 [Responsible Use of Technology Resources Protocol Acknowledgment - Staff \(Exhibit 1\)](#);
  - and,
  - 1.3 [AP 300: Security of Personal and Divisional Information](#).
2. The Division promotes a culture of innovation and learning through the responsible and ethical use of Artificial Intelligence (AI). AI tools must be reviewed for privacy, bias, discrimination, accuracy, and the potential harm that may come with their use. No student identifying information may be uploaded into any type of AI tool.
3. The [Responsible Use of Technology Resources Protocol Acknowledgment - Staff \(Exhibit 1\)](#) will be signed by all SPS staff annually.
4. The Human Resources Department shall ensure that all new staff members have signed the [Responsible Use of Technology Resources Protocol Acknowledgment - Staff \(Exhibit 1\)](#) during the orientation process.
5. Principals shall ensure teachers review on an annual basis, the [Responsible Use of Technology Resources Protocol Acknowledgment - Students \(Exhibit 2\)](#) with all students within the context of digital citizenship.
6. The [Responsible Use of Technology Resources Protocol Acknowledgment - Students \(Exhibit 2\)](#) will be reviewed and signed by parents/guardians and students annually.
7. The Division may authorize the executive of the respective employee association or union to use technology resources to conduct association or union business.

8. Technology resources shall not be used to campaign, canvass for support, debate, or in any other manner encourage Division employees to take political action.

9. Technology resources shall not be used to promote positions in conflict with Division policies, programs, or other operational guidelines or directives.

10. For network security and the safety of all users, ~~SPSturgeon Public Schools~~ monitors network activity. If the Division discovers activities that do not comply with applicable law or Division policy, records will be retrieved in accordance with due process.

#### References:

[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 875: Personal Electronic Devices](#)

[Exhibit 1 – Responsible Use of Technology Resources Protocol Staff](#)

[Exhibit 2 – Responsible Use of Technology Resources Protocol Students](#)

#### History

2020 Jan 29 Initial Approval

2021 Aug 10 Amended

2024 Jun 19 Amended

# Responsible Use of Technology Resources Protocol Staff

## PURPOSE

Sturgeon Public Schools 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, ~~t~~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 are 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 ~~of~~ 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~~Personal Communication Devices~~personally owned digital devices. 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 will ensure that publishing of any personal information about themselves or other network users on the Internet or in publicly viewed files meets the FOIP guidelines established by the Division.~~
- 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](#).
- ~~Consequences of inappropriate use of technology resources could include loss of network privileges, suspension, financial liability for damages, and disciplinary or legal action.~~
- In the event of damage to a resource, the school or department will be responsible for the cost of the 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](#).

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

Staff Member Signature:

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Date:

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## 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](#)

[Administrative Procedure 875: Personal Electronic Devices](#)

# Technology Resources Responsible Use Protocol

## Students

### PURPOSE

Sturgeon Public Schools provides students with technology resources that support learning. Technology resources refers to all resources on the network of Sturgeon Public Schools including, but not limited to, Internet access, email accounts, installed software, personal file storage areas and all hardware attached to the network.

### PRINCIPLES OF USE

- All technology resources are intended for educational use.
- As the owner of all technology resources, Sturgeon Public Schools retains the right to monitor their use.
- The use of technology resources is subject to all policies, [procedures](#) and practices of both Division and individual schools/sites related to technology, property or conduct.

### CONDITIONS OF USE

- Students shall use technology resources for appropriate educational purposes only.
- Students over 13 years of age are allowed to consider the responsible and ethical use of Artificial Intelligence (AI) tools for support in their learning and education. This can only be done if the following is agreed to and completed:
  - Teachers have discussed appropriate and responsible use of AI in learning and education with the student.
  - Parents are fully aware of which tool(s) will be used and how each is used.
  - During use, the student will ensure that no student or school identifying information is uploaded into any AI tool. Identifying information may include the name of any student, teacher, school or the Division.
  - The use of AI is acknowledged or credited in any work the student submits. Submitting work supported by AI without acknowledging its use will be considered academic misconduct.

- AI is used in a manner that upholds a commitment to privacy, safety and ethical standards, demonstrating the importance of digital citizenship and thoughtful application of technology
- Students may not access any type of social media while at school during instructional hours. Further, they may not access any type of social media at any time while on a school device, or connected to the school network.
- Students who discover material on the network that is inappropriate or makes them feel uncomfortable should report the material to a staff member.
- Students will use their assigned login only in the manner intended. This includes accessing only network resources assigned to their login. Students will not use another person's files, output or credentials.
- Students are responsible for the security of access (login and password) to their network resources and will not share their credentials with anyone.
- Access to technology resources with personal devices is subject to [Policy 900 Student Conduct and Discipline](#), Administrative Procedures [865 - Information and Communication Technology](#), [901 - Student Conduct](#), [901 - Exhibit 1 - Social Media Student Access](#) and individual school policies and practices.
- Consequences of inappropriate use of network resources are guided by Administrative Procedure 901, ~~School Code of Student Conduct~~ and School Code of Student Conduct and could include disciplinary action such as including, but not limited to, loss of network privileges, recommendation for withdrawal from a course, suspension, financial liability for damages or legal action.
- Consequences of inappropriate use of Personal Communication Devices (PCDs) are guided by Administrative Procedure 901, ~~School Code of Student Conduct~~ and School Code of Student Conduct and could include disciplinary action such as short term or longer term removal of access to PCD. Repeat offenses could lead to the student not being allowed to bring a PCD to the school for a determined length of time. Further consequences may result as determined by the Principal.
- In the event of damage to a resource, the school or department will be responsible for the cost of the 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 [in Schools](#)

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

Desktop PC Computers	Scanners	Speakers
Laptop <del>or Notebook</del> 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

## [Student Agreement or Acknowledgement](#)

### [Use of School Technology](#)

Please place a checkmark by each statement below to indicate you have read and understand the “Responsible Use of Technology”.

<b>Responsible Use of Technology</b>	<b>Agree</b>
Teachers and School Administration will guide my use of technology at school.	
I will use technology while at school for educational purposes, and at times when teachers or School Administration allow.	
I will be careful with school technology and treat it respectfully.	
I will be careful about the personal information I share online. If I am unsure of a site or a request for information, I will check with my parents and my teacher before proceeding.	
If I accidentally access a site that is not appropriate for school, I will close my browser and let my teacher know.	
I will not download or install any software, music, movies or shared files of any kind.	
I will protect my password and not share it with any other students.	
I will log out of computers or Chromebooks when I am not using them.	
<a href="#">I will not access social media while on a school device or on the school network.</a>	
I will not use the account of another student or teacher to access technology.	
I will not use technology while at school to distract others from learning.	
I will work with my teacher to better understand if the information I find online is accurate and reliable.	
I will give credit for any photos or information I find online and use for assignments.	
I understand that my use of school technology or the Division provided account is under the supervision of my teacher or School Administration. If they have reason to think I have been using technology inappropriately, they may look at my account, files, and logs to see my activities.	
I understand that my access to technology and/or the Internet may be removed by my teacher or the School Administration if I have not used it responsibly.	

## Use of Personal Technology for Learning

Students may bring personal technology to school. However, the security and maintenance of that device remains the responsibility of the student. Also, each year, teachers will review the Student Code of Conduct, which includes guidelines for [personal devices as part of a Bring Your Own Device \(BYOD\) program and](#) using personal communication devices. Should a student misuse a personal device while at school, their access to the device may be removed, and repeated misuse may result in the student not being allowed to bring a personal device to school.

Please place a checkmark by each statement below to indicate you have read and understand the “Use of Personal Device Responsibilities”.

<b>Use of Personal Device <a href="#">for Learning</a> Responsibilities</b>	<b>Agree</b>
I will only connect to the school wireless network and not plug my personal device into the wired network at school.	
I will ensure my device is up-to-date and has virus protection software installed.	
<a href="#">I will not access social media during instructional time</a>	
I will not use peer-to-peer software or web-hosting services for the purpose of downloading music, video, or software while connected to the school's wireless network.	
I will only use my device when my teacher or School Administration indicate it is the right time to do so.	
I will not use my device to record audio, take pictures, or record videos of anyone at school without their expressed permission and the expressed permission of a staff member.	
If my teacher or School Administration have reason to think I have misused my personal device they may ask me to show the device memory to indicate what audio, pictures, or video I may have taken, and direct me to delete files that I did not have permission to create or that violate the privacy of others.	
I understand the care, maintenance, and security of my device is my own responsibility.	
I understand that the school is not responsible for the loss, theft or damage of my device. I am fully responsible for my own property while it is at school.	

## Use of Personal Technology for Communication

[Children and students may not use personal communication devices during instructional time. Personal communication devices would include a cell phone, tablet, smartwatch, or any device capable of connecting to a network of any kind and communicating with others. For this agreement, this does not include a device part of a BYOD program at school. If children and students have personal communication devices with them during instructional time, they are required to keep these devices on silent or powered off, and stored out of view.](#)

[Exceptions regarding the use of Personal Communication Devices and access to Social Media may be made by a principal or designate for health, medical or special learning needs. This must be determined in advance of use and with parental consent.](#)



## Acknowledgement

I have read with my child, understand and agree to follow the conditions of this Responsible Use Protocol.

Parent/Guardian name (print): \_\_\_\_\_  
Parent/Guardian Signature: \_\_\_\_\_  
Student Name (print): \_\_\_\_\_  
Student 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](#)  
~~[Administrative Procedure 875: Personal Electronic Devices](#)~~  
[Administrative Procedure 901: Student Conduct](#)  
~~[Administrative Procedure 901: Exhibit 1 - Social Media](#)~~

## 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, RRS 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](#)

## Responsible Use of Technology Resources Protocol Students

### PURPOSE

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

### PRINCIPLES OF USE

- All technology resources are intended for educational use.
- As the owner of all technology resources, Sturgeon Public Schools 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

- Students shall use technology resources for appropriate educational purposes only.
- Students over 13 years of age are allowed to consider the responsible and ethical use of Artificial Intelligence (AI) tools for support in their learning and education. This can only be done if the following is agreed to and completed:
  - Teachers have discussed appropriate and responsible use of AI in learning and education with the student.
  - Parents are fully aware of which tool(s) will be used and how each is used.
  - During use, the student will ensure that no student or school identifying information is uploaded into any AI tool. Identifying information may include the name of any student, teacher, school, or the Division.
  - The use of AI is acknowledged or credited in any work the student submits. Submitting work supported by AI without acknowledging its use will be considered academic misconduct.

- AI is used in a manner that upholds a commitment to privacy, safety, and ethical standards, demonstrating the importance of digital citizenship and thoughtful application of technology.
- Students may not access any type of social media while at school during instructional hours. Further, they may not access any type of social media at any time while on a school device, or connected to the school network.
- Students who discover material on the network that is inappropriate or makes them feel uncomfortable should report the material to a staff member.
- Students will use their assigned login only in the manner intended. This includes accessing only network resources assigned to their login. Students will not use another person's files, output, or credentials.
- Students are responsible for the security access (login and password) to their network resources and will not share their credentials with anyone.
- Access to technology resources with personal devices is subject to [Policy 900: Student Conduct and Discipline](#), [Administrative Procedure 865: Information and Communication Technology](#), and [Administrative Procedure 901: Student Conduct](#), [Administrative Procedure 901: Student Conduct; Exhibit 1 – Social Media – Student Access](#), and individual school policies and practices.
- Consequences of inappropriate use of network resources are guided by [Administrative Procedure 901: Student Conduct](#) and School Code of Student Conduct and could include disciplinary action such as, loss of network privileges, recommendation for withdrawal from a course, suspension, financial liability for damages, or legal action.
- Consequences of inappropriate use of Personal Communications Devices (PCDs) are guided by [Administrative Procedure 901: Student Conduct](#) and Student Conduct and School Code of Student Conduct and could include disciplinary action such as short term or longer term removal of access to PCD. Repeat offences could lead to the student not being allowed to bring PCD to the school for a determined length of time. Further consequences may result as determined by the Principal.
- In the event of damage to a resource, the school or department will be responsible for the cost of the 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 IN SCHOOLS

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

Desktop PC Computers	Scanners	Speakers
Laptop or 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

## STUDENT AGREEMENT OR ACKNOWLEDGEMENT

### Use of School Technology

Please place a checkmark (✓) by each statement below to indicate you have read and understand the “Responsible Use of Technology”.

Responsible Use of Technology	Agree
Teachers and School Administration will guide my use of technology at school.	
I will use technology while at school for educational purposes, and at times when teachers or School Administrators allow.	
I will be careful with school technology, and treat it respectfully	
I will be careful about the personal information I share online. If I am unsure of a site or a request for information, I will check with my parents and my teacher before proceeding.	
If I accidentally access a site that is not appropriate for school, I will close my browser and let my teacher know.	
I will not download or install any software, music, movies, or shared files of any kind.	
I will protect my password and not share it with any other students.	
I will logout of computers or Chromebooks when I am not using them.	
I will not access social media while on a school device or on the school network.	
I will not use the account of another student or teacher to access technology.	
I will not use technology while at school to distract others from learning.	
I will work with my teacher to better understand if the information I find online is accurate and reliable.	
I will give credit for any photos or information I find online and use for assignments.	
I understand that my use of school technology or the Division provided account is under the supervision of my teacher or School Administration. If they have reason to think I have been	



using technology inappropriately, they may look at my account, files, and logs to see my activities.	
I understand that my access to technology and/or the Internet may be removed by my teacher or the School Administration if I have not used it responsibly.	

## USE OF PERSONAL TECHNOLOGY FOR LEARNING

Students may bring personal technology to school. However, the security and maintenance of that device remains the responsibility of the student. Also, each year, teachers will review the Student Code of Conduct, which includes guidelines for personal devices such as part of Bring Your Own Device (BYOD) program and using personal communication devices. Should a student misuse a personal device while at school, their access to the device may be removed, and repeated misuse may result in the student not being allowed to bring a personal device to school.

Please place a checkmark (✓) by each statement below to indicate you have read and understand the “Use of Personal Device Responsibilities”.

Use of Personal Device for Learning Responsibilities	Agree
I will only connect to the school wireless network and not plug my personal device into the wired network at school.	
I will ensure my device is up-to-date and has virus protection software installed.	
I will not access social media during instructional time.	
I will not use peer-to-peer software or web-hosting services for the purpose of downloading music, video, or software while connected to the school wireless network.	
I will only use my device when my teacher or School Administration indicate it is the right time to do so.	
I will not use my device to record audio, take pictures, or record video of anyone at school without their expressed permission and the expressed permission of a staff member.	
If my teacher or School Administration have reason to think I have misused my personal device they may ask me to show the device memory to indicate what audio, pictures, or video I may have taken, and direct me to delete files that I did not have permission to create or that violate the privacy of others.	
I understand the care, maintenance, and security of my device is my own responsibility.	
I understand that the school is not responsible for the loss, theft, or damage of my device. I am fully responsible for my own property while it is at school.	

## USE OF PERSONAL TECHNOLOGY FOR COMMUNICATION

Children and students may not use personal communication devices during instructional time. Personal communication devices would include a cell phone, tablet, smartwatch, or any device capable of connecting to a network of any kind and communicating with others. For this agreement, this does not include a device part of a BYOD program at school. If children and students have personal communication



devices with them during instructional time, they are required to keep these devices on silent or powered off and stored out of view.

Exceptions regarding the use of Personal Communication Devices and access to social media may be made by a principal or designate for health, medical or special learning needs. This must be determined in advance of use with parental consent.



## ACKNOWLEDGEMENT

I have read with my child, understand, and agree to follow the conditions of this Responsible Use Protocol.

Parent/Guardian Name (Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Student Name (Print): \_\_\_\_\_

Student 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](#)

[Administrative Procedure 901: Student Conduct](#)

[Administrative Procedure 901: Student Conduct; Exhibit 1 – Social Media – Student Access](#)