

	Administrative Procedure	
	Subject	Responsible Use of Technology
	AP Code	140

Background

The school believes that the use of computing technology provides an opportunity for relevant and challenging life-long learning. Technology plays a role in all facets of school, from curriculum and instruction to facilities and operations.

The use of technology at the school is predicated on the principles of responsible use and digital citizenship guided by the Saskatchewan Ministry of Education’s 2015 publication, “[Digital Citizenship in Education in Saskatchewan Schools](#)”. The internet is vast and continually evolving, and with responsible use, offers countless learning opportunities.

The division has provided all students and staff with individualized accounts and passwords to access computer and online services in support of instructional and administrative activities.

Procedures

1. Responsible use of computer technology, networks, and online services include:
 - 1.1. Learning activities that support instructional outcomes.
 - 1.2. Operational activities that are components of a user’s day-to-day work.
 - 1.3. Research supporting educational programs sponsored by the school.
 - 1.4. Communications between staff, students, parents, and others outside of the school containing messages or information, the content of which is not in conflict with any administrative procedure.

2. Irresponsible use of computing technology, networks, or online services, specifically includes, but is not limited to, the following:
 - 2.1. Damaging or altering the operation of the school’s computer network services or interfering with other users’ ability to use these services or other external network services.
 - 2.2. Creating or distributing communications, materials, information, data, or images reasonably regarded as threatening, abusive, harassing, discriminatory, obscene, or in violation of, or inconsistent with, any administrative procedure or school directive.
 - 2.3. Infringing on the rights or liberties of others; using profane or harassing language intending to offend or insult others.
 - 2.4. Illegal or criminal use.
 - 2.5. Causing or permitting materials protected by copyright trademark, services mark, trade name, trade secret, confidential or proprietary data, or communications of another, to be uploaded to a computer or information system, published, broadcast, or in any way disseminated without authorization of the owner.
 - 2.6. Use of any hardware, software, or services that may pose a risk to the school, violate licensing, or is contrary to any administrative procedure or school directive.

- 2.7. Granting access to school computers, networks, and online services to individuals not authorized by the division either by intentional conduct, such as disclosing passwords, or by unintentional conduct, such as a failing to log off.
 - 2.8. Conducting commercial, profit-motivated, or partisan political activities not related to school programs.
 - 2.9. Interfering with other users' ability to use school computing technology, networks, and online services, including attempting to read, delete, copy, modify, or forge information contained in the files of other users.
 - 2.10. Promoting the use of drugs or alcohol; or unethical practices that violate law or administrative procedure.
 - 2.11. Disclosing information to individuals or organizations with no written or formal authority to possess such information.
 - 2.12. Accessing data or equipment to which the user does not have authority.
 - 2.13. Storing confidential material with third parties not affiliated with the school or on personally owned devices that are not registered/vetted by the division.
3. Acceptable use agreements
 - 3.1. Staff, students, and authorized non-employees are required to sign the SCS Acceptable Use Agreement.
 - 3.2. The student Acceptable Use Agreement must be signed by students and their parent(s) or guardians(s), if under the age of 18, and shall:
 - 3.2.1. Outline the responsible use of school technology.
 - 3.2.2. Outline the responsible use of web-based resources.
 - 3.2.3. Address respect for the integrity of the school network and the files of other authorized users be created in the form of an agreement between the students, parents, and staff.
4. Outcomes of unacceptable use
 - 4.1. Users in violation of this administrative procedure will be subject to a discipline process that may include:
 - 4.1.1. Removal of computer and privileges.
 - 4.1.2. Suspension, expulsion/termination.
 - 4.1.3. Recovery cost of damage to data or equipment.
 - 4.2. When there are reasonable and probable grounds to believe that a user has used computing technology, networks, and/or online services for criminal or illegal purposes, this will be reported to the appropriate authorities.
 - 4.3. The principal shall communicate the acceptable use policy to parents.
5. Privacy standard
 - 5.1. To maintain system integrity, monitor network etiquette, and ensure responsible network use, information technology department staff may, under the direction and supervision of the school director, periodically review user files, communications, and network traffic. Users should not expect that files and other information communicated or stored on division servers would be private.
 - 5.2. Staff, students, and stakeholders are advised that any matter created, received, stored in, or sent from the school's network or email system is not necessarily private and all material is subject to legislation in Saskatchewan. The director or designate reserves the right to access any file to determine whether an employee or student is utilizing the network appropriately

and within the guidelines found in this procedure.

6. Personal Electronic Device Usage

The school is committed to the learning and well-being of our students and expects staff and students to model and reinforce socially responsible and respectful behaviours when using personal electronic devices so that teaching and learning can take place in a safe and effective learning environment.

- 6.1. Definition: Personal electronic devices include, but are not limited to, cell phones, smartphones, tablets, computers, smartwatches and portable video game systems.
- 6.2. The school restricts the use of personal electronic devices by students as follows:
 - 6.2.1. Students in Kindergarten to Grade 12 shall not use personal electronic devices during instructional time.
- 6.3. Teachers of students in Grades 9 to 12 who identify a specific instructional purpose for students to use personal electronic devices in their classroom may request and gain permission from the principal. The request must detail the specific learning objectives that will be met (and how those objectives will be met if a student does not have access to a personal electronic device), subject area, duration of the use, and any other relevant information that will inform the decision.
- 6.4. Personal electronic devices owned by students must be turned off or put on silent mode and stored out of view during instructional time except when approved in accordance with clause 6.3 or if an exemption has been granted in accordance with clause 6.7.
- 6.5. Use of personal electronic devices is prohibited in areas where there is an increased expectation of privacy (e.g., washrooms, changing rooms, private counselling rooms).
- 6.6. Prohibited use of personal devices by students on school property, at school events and during school activities includes, but is not limited to:
 - Use that violates federal or provincial laws.
 - Theft of resources, including electronic data theft.
 - Creating, displaying, storing or sending fraudulent, harassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise inappropriate or unlawful materials.
 - Cyber-bullying or bullying by electronic means.
 - Copying, downloading, transferring, renaming, adding or deleting information protected under copyright law.
 - Electronic transmission or posting of photographic images of a person or persons without permission of the person or persons being photographed, the principal or designate, and where the student is below the age of 18, the consent of the parent/guardian.
- 6.7. Exemptions approved by the principal may be made when the device is required for specific medical conditions or for documented accommodation related to additional needs. This requires documentation aligned with the school's procedures related to medical or educational accommodation.
- 6.8. The school is not responsible for students' personal electronic devices in the event of loss, damage or theft.
- 6.9. Consequences of inappropriate usage
 - 6.9.1. Inappropriate use of any personal electronic communication devices will result in the administration of appropriate disciplinary action as outlined in the SCS Parent-Student Handbook and may result in disciplinary action up to and including confiscation, detention, suspension or expulsion.
 - 6.9.2. Where information that could pertain to issues of safety and/or criminal activity is believed to exist on personal electronic devices, the devices may be accessed, the

information reviewed, and the devices may be confiscated for further investigation by the school and/or by police authorities.

6.10. Responsibilities

6.10.1. The principal shall:

- 6.10.1.1. Ensure all parents/guardians are aware of appropriate behaviour, expectations of staff, students and parents/guardians for the use of personal electronic devices.
- 6.10.1.2. Administer appropriate disciplinary action aligned with the SCS Parent-Student Handbook and school administrative procedures.

6.10.2. Teachers shall:

- 6.10.2.1. Be aware of the appropriate use expectations and communicate the expectations with students.
- 6.10.2.2. Ensure students are aware when personal electronic devices are permitted for academic purposes.
- 6.10.2.3. Consistently model and enforce the school's policies and procedures on the use of personal electronic devices.
- 6.10.2.4. Teach and model responsible digital citizenship for students.
- 6.10.2.5. Follow school policy in place for usage of cell phones for staff.
- 6.10.2.6. Communicate effectively with students to avoid any misunderstandings when they are using their cellphones for a purpose such as safety, to issue homework, issue rewards and sanctions or to use multi-factor authentication to access a learning resource.

6.10.3. Students shall:

- 6.10.3.1. Be aware of and comply with the restrictions placed on the use of personal electronic devices during instructional time.
- 6.10.3.2. Understand that compliance with acceptable usage is a condition of usage of personal education devices in the school and be aware of the consequences of non-compliance.
- 6.10.3.3. Report misuse of personal electronic devices to the teacher and/or principal.
- 6.10.3.4. Be aware of the risks that are associated with the use of personal electronic devices.

6.10.4. Parents/guardians shall:

- 6.10.4.1. Be aware of the expectations set out regarding the use of personal electronic devices and the consequences of inappropriate usage of personal electronic devices.
- 6.10.4.2. Understand that students do not have access to their personal electronic devices during instructional time so they will be unable to respond promptly to calls or texts. In case of emergency, parents/guardians will contact the School Office.
- 6.10.4.3. Be encouraged to reinforce and discuss the policy at home as appropriate, including the risks associated with the use of personal electronic devices and the benefits of a cell phone-free environment.

6.11. Communication of this procedure

- 6.11.1. This procedure will be readily accessible by parents/guardians and students as well as teachers and administrators (i.e., on the school's website).
- 6.11.2. The expectations for students, parents/guardians, teachers and administrators, as well as consequences of inappropriate use will be communicated annually.

References

The Education Act, 1995 – sections 85, 87, 175

The Education Regulations, 2019

Date Adopted

September 1, 2024

Revised
