Access to the River East Transcona School Division instructional technology services plays a vital role in teaching and learning in today's world. Student access to computer information technology is an integral part of their learning. The division, in cooperation with students and parents, will work to build an understanding of the importance of digital citizenship and the role that computer information technology can play in education.

(1)   **Rationale/Introduction**

It is the position of River East Transcona School Division that instructional technology is a valuable support to the education process. The use of computer technology in River East Transcona School Division includes but is not limited to:

(a)   Office 365 communication tools and social media,

(b)   computer networks/Internet,

(c)   hardware,

(d)   peripherals,

(e)   software.

The responsibilities and guidelines identified in this policy apply to all of the above areas.

(2)   **Internet Safeguards**

It is the shared responsibility of the student, parent, and school staff to ensure that access to networks and instructional technology devices provided by the school system is appropriate.

The River East Transcona School Division uses an Internet filtering system to minimize access to inappropriate websites. Some material accessible via the Internet might contain items that are potentially offensive to some people, inaccurate, defamatory or illegal. While we do everything we can to prevent such access, it is not possible to guarantee that students will not accidentally or purposely find inappropriate material. We believe that the benefits to students from access to the instructional technology tools, in the form of information resources, digital creative expression and opportunities for collaboration, exceed any disadvantages. Ultimately, parents/ guardians of minors are responsible for setting and conveying the digital citizenship standards that their children should follow when using media and information sources. To that end, River East Transcona School Division supports and respects each family's decision not to approve access to instructional technology.

(3)   **Student Access**

The use of the instructional technology services as part of an educational program is an integral part of learning in today's educational context. Responsible use is critical to effectively advancing student learning. Each student who accesses the instructional technology will be informed as to the proper use of the network. By accessing instructional technology, the student agrees to the expectations stated below.

(4)   **User Responsibilities**

It is expected that users will be responsible digital citizens and will conduct themselves in a manner that is respectful and courteous. Users are expected to abide by, the divisional Code of Conduct as well as general school rules. Users will be responsible for their digital learning experience by:

(a)   recognizing that instructional technology tools are used for educational purposes;

(b)   understanding the positive and negative effects of what is posted and shared in a digital space;

(c)   keeping an educational focus when collaborating and communicating in digital spaces;

(d)   using instructional technology to facilitate and foster positive and meaningful communication and collaboration;

(e)   recognizing that instructional technology tools are often shared devices in schools and treating them in a respectful way is beneficial to the experience of all learners;

(f)   Understanding copyright laws and only using online digital resources in a way that is allowable under fair dealing guidelines;

(g)   managing and protecting the safety and security of login credentials and respecting the privacy of the login information of others;

(h)   understanding that the use of my personal technology must not interfere with school work or of the overall learning environment;

(i)   understanding and acting in a manner so as to protect the privacy of myself and others in digital learning spaces;

(j) recognizing that while my personal electronic device can be a valuable learning tool, River East Transcona School Division will not assume responsibility for the loss, damage, or theft of any personal electronic device.

(5) **Security**

Users who identify a security problem on the system must notify a system administrator. Users must not demonstrate the problem to other users.

(6) **Privacy**

Network administrators shall review files and communications to maintain system integrity and ensure that users are using the system responsibly and in accordance with all applicable policies. Users acknowledge that they have no expectation of privacy in respect of their use of divisionally provided device or storage.

(7) **Copyright**

A user will not change, copy, delete, read or otherwise access files or software without permission of the owner of the files or the system administrator. A user may not bypass accounting or security mechanisms to circumvent data protection schemes. A user may not attempt to modify software except when intended to be user customized and permission for that specific purpose has been given by the provider.

River East Transcona School Division promotes the use of its instructional technology services to improve the digital literacy of its users. Every user is expected to adhere to this policy and by accessing instructional technology tools, consents to follow the expectations contained in the policy.