

TITLE: APPROPRIATE USE OF TECHNOLOGY

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1.0 OBJECTIVE

To provide operational guidelines for appropriate use of technology in the Ottawa-Carleton District School Board's schools, learning programs and the District's workplace environment.

2.0 DEFINITIONS

In this procedure,

- 2.1 **Automatic content from the web** means content which can be displayed automatically on a web page without being vetted and authorized by a Board employee. Examples could include guest books or message boards or "pop-up" advertising.
- 2.2 **Digital Citizenship** means the norms of appropriate and responsible behaviour with regard to technology use.
- 2.3 **District** means the Ottawa-Carleton District School Board.
- 2.4 **Electronic Device** means portable or stationary equipment which can be used for the purpose of communication, data management, entertainment, word processing, accessing a wireless network, internet or intranet access, image capturing/recording, sound recording, information transmitting/receiving and accessing technology.
- 2.5 **Internet** means a global electronic communications system connecting computers all over the world through which individual subscribers can interact and share information.
- 2.6 **Intranet** means a network of computer servers holding and sharing information that is accessible only from within an organization.
- 2.7 **Internet Service Provider (ISP)** means a user with an account, either obtained free, or for a fee, dials in to an ISP to connect to the World Wide Web.
- 2.8 **School web pages** means all school and school council pages hosted on OCDSB servers and/or directly accessed from them.

- 2.9 **Social media** means online social interaction, using a variety of highly accessible, web-based and/or mobile technology or electronic devices for communication and/or interactive dialogue.
- 2.10 **Standard web page** means a web page that is produced centrally and posted for each OCDSB school, and linked to the OCDSB main pages.
- (a) All standard pages contain the following information:
- (i) name of school;
 - (ii) address of school (including postal code, province and country);
 - (iii) telephone and fax numbers (including area code);
 - (iv) names of principal, vice-principal, school office administrator, building superintendent;
 - (v) grade configuration and special programs offered;
 - (vi) school logo;
 - (vii) OCDSB logo;
 - (viii) link to OCDSB web page; and
 - (vix) date that the page was changed.
- (b) Optional components of the generic standard page are:
- (i) photo of the school;
 - (ii) message from the principal; and
 - (iii) school e-mail link.
- 2.11 **Supervisor** refers to any superintendents, principals, vice-principals, teachers, supervisors, and managers, as outlined in the “responsibility” section of this procedure.
- 2.12 **Technology** means electronic content, data, communications including networks and internet, and District-owned or personally owned equipment and devices.
- 2.13 **User** means all staff, students, trustees, volunteers, parents/guardians, school councils, school volunteers and community members. i.e., any person using OCDSB technology equipment or personal electronic devices in the District’s learning or work environment.
- 2.14 **Vandalism** means any malicious or unapproved attempt to disrupt, degrade, harm, modify, disable or destroy data or property of another user or organization, computer or network hardware or software, wiring or network system itself. This includes, but is not limited to, the uploading, creation transmission or installation of computer viruses, viral files or malicious software.
- 2.15 **Virus** means a destructive computer program that copies or attaches itself to an existing program without your permission.

3.0 RESPONSIBILITY

In keeping with the attributes of the District’s “Community of Character” and the nine characteristics of digital citizenship, responsibility for the use of technology in all schools and workplaces specifically includes the following:

- 3.1 Superintendents, Principals, Supervisors and Managers are responsible for:

- (a) Ensuring that staff and school councils are aware of the District policy and procedure relating to the appropriate use of technology.
 - (b) Instructing and modeling for staff and students, the appropriate use of technology.
- 3.2 Teachers are responsible for:
- (a) The supervision of student use of technology within the teacher's assigned teaching area and supervision area.
 - (b) Instructing and modeling for students, the appropriate use of technology and the principles of digital citizenship (See Board policy P.100.IT Appropriate Use of Technology).
- 3.3 All users are responsible for:
- (a) Ensuring that technology is used in accordance with Board policies and procedures.
 - (b) Using technology in a responsible and ethical manner consistent with the purposes for which it is provided.

4.0 PROCEDURES

4.1 User Responsibility

- (a) All users will acknowledge their rights, responsibilities and standards of conduct by becoming familiar with Board Policy P.100.IT: Appropriate Use of Technology, Policy P.125.SCO: School Board Code of Conduct, and this procedure.
- (b) Users will not transmit, relay or receive information or materials that are threatening, racist, pornographic, or that are malicious, inappropriate and/or unlawful. See Board policy P.049.IT: Electronic Communications Systems and Board Procedure PR.538.IT: Electronic Communications Systems. Principals/Managers suspecting inappropriate and/or unlawful use of District technology will consult their Supervisory Officer immediately.
- (c) All users who are not employees of the Board who apply for access to this service will sign and submit to the appropriate supervisor/manager the agreement included as Attachment 4 to this procedure, to abide by this procedure (see Attachment 7 for abbreviated version of policy and procedure to be read and understood prior to signing this agreement).
- (d) If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user will immediately exit, attempt to take "two browser clicks back", and disclose the inadvertent access to an appropriate supervisor/manager. A user may also, in certain rare instances, access, create or transmit otherwise unacceptable materials if necessary to complete an assignment, and if done with prior approval and with appropriate guidance from the principal or supervisor/manager.

- (e) Users will exercise extreme caution about revealing personal information to others. For example, passwords must not be shared, nor should personal information be divulged.
- (f) Users will not gain unauthorized access to information resources, another person's materials, information or files without permission of that person, nor will they attempt to log on as another user.
- (g) Users will familiarize themselves with and respect copyright laws and licensing agreements. Users will not plagiarize works, for example text or images they find on the internet, nor will they use another person's property without that person's prior approval or proper citation.
- (h) Users will ensure that online purchases of goods and services are made on appropriate and secure sites, and that all transactions involve the legal exchange of goods, services or information.
- (i) Users will consider the most appropriate time, place and method when collaborating and communicating with others.
- (j) Users will be accepting of new and changing technologies and willing to learn and use them in the workplace and in the learning environment.
- (k) Users will recognize the long-term physical and psychological effects of technology, for example, eye strain, repetitive stress syndrome, the impact of reduced physical activity, or internet addiction.
- (l) Users will acknowledge the importance of diligently backing up data.
- (m) Users will exercise discretion when uploading, downloading, transferring, and / or printing information or data, restricting such action to the information necessary to complete his or her work, task, or assignment in the most resource efficient manner. When a user requires access to large amounts of data, information or printing, he or she shall discuss such requirements with his or her supervisor to assess the need and to obtain approval.
- (n) Users will not use the District technology to:
 - (i) conduct or assist to conduct political campaigns for municipal, provincial or federal elections, including advocating for or against specific candidates;
 - (ii) communicate or divulge inappropriate information about individuals;
 - (iii) conduct a business;
 - (iv) pursue unauthorized commercial purposes or financial gain unrelated to the business of the school Board; or
 - (v) offer or provide goods or services, or to advertise products.
- (o) Users will not use District technology to search for or purchase goods or services for personal use. Note that PR.538.IT Electronic Communications Systems, sections 2.4 and 4.1.2, a) and b) apply.

- (p) Users must report any hardware, software or security problem immediately to their supervisor/manager. Unnecessary demonstration of any hardware, software or security problem to other users is prohibited, as is intentionally finding or exploiting security gaps, experimenting on the school's network, or using the Board system in such a way as to disrupt the use of the system by other users.
- (q) Vandalism as defined in this procedure is prohibited.
- (r) Any modifications to the District's technology, without the express permission of Business & Learning Technologies, is prohibited.
- (s) The use of any form of electronic communication such as e-mail, chats or newsgroups without an educational task/focus/issue constitutes inappropriate behaviour. When using electronic communication for educational purposes, network etiquette conventions apply, and all terms and conditions of use outlined in Board policy P.049.IT: Electronic Communication Systems must be followed.

4.2 Web Page Author Responsibility

- (a) It is the choice of individual schools and departments whether or not they wish to post additional pages to the OCDSB main site. Schools and departments are not limited in either size or scope of their pages. The following are to be observed:
 - (i) All web pages must comply with the Accessibility for Ontarians with Disabilities Act (AODA) and Web Content Accessibility Guidelines (WCAG) 2.0.
 - (ii) Schools and departments should contact Communications if any information on the OCDSB standard pages should be corrected. Schools and departments that choose to maintain their own page apart from the standard one must follow the outlined procedures.
 - (iii) As official documents may be updated at any time, those managing the school/department websites should link but not re-post official District documents.
- (b) The principal/manager holds the responsibility for content, copyright and protection of privacy on all web pages created for the school/department. (See Attachment 5 for Abbreviated Checklist of Web Authoring Procedures.)
- (c) Only District employees and those designated by the Business and Learning Technologies and/or Communications departments may manage and maintain Board websites, under the direction of the principal/manager.
- (d) The content of District web pages must be consistent with the educational aims of the OCDSB and be consistent with the letter and the spirit of Board policy.
- (e) Hyperlinks from school/department web pages to non-OCDSB sites are permitted for educational purposes but these links must be checked regularly to ensure the links are functioning and the content remains appropriate. Examples of this would include a teacher's homework site or Ottawa-Carleton Assembly of School Councils (OCASC) and individual school council web sites.

- (f) Web pages created on non-District servers for curriculum or communication purposes must be linked directly from a web page residing on an OCDSB server. These web pages must be checked regularly to ensure the links are functioning and the content remains appropriate.
- (g) Personal web pages for students and staff will not be supported. While students may create content pages under their instructor's supervision, they may not create personal web pages about themselves. Similarly, staff members may create pages, which are education oriented. Linking to a student's or staff member's personal web page on an external site is not permitted.
- (h) School web pages must not contain commercial or promotional advertising. School events and fundraising activities are acceptable, as are acknowledgements of school partnerships or sponsorships. Schools may provide links to partners' or sponsors' web pages, but these links must be checked regularly to ensure the links are functioning and the content remains appropriate.
- (i) No external automatic content is to appear on OCDSB web pages.
- (j) No content should enable people accessing the page to contact any individual directly or indirectly without that individual's knowledge and consent. Requests for further information should be directed to the school's e-mail address.
- (k) With written permission, as described below, pictures may identify school/department teams and organizations but should not include individuals' full names. Visuals must be made to be as generic as possible. Prior to posting names or photos of students or staff on the web page, a signed release form must be obtained from the parents/guardians/staff or student, if 18 years of age or older. (See attachment 6)
- (l) Document file names for pages and images must be checked to ensure that individuals' names do not appear, for example, marysmith.gif, jimpaul.gif are unacceptable.
- (m) Copyright must be respected. The author of a web page must not use copyrighted materials without written permission. The use of a student's work must be authorized in writing by the student, the principal, and the parent/guardian, if the student is younger than 18 years of age. (See the Council of Ministers of Education Fair Dealing Guidelines at http://www.cmec.ca/docs/copyright/Fair_Dealing_Guidelines_EN.pdf)
- (n) The school's/department's web page must include a link to the Ottawa-Carleton District School Board's web page (<http://www.ocdsb.edu.on.ca>)
- (o) The date of the last update to the page must be clearly identified. If the school's/department's page has not been updated in six months, the link from the generic page to the school/department's page may no longer be operative and the generic web page will be all that is available for this school/department.

- (p) The school's main web page must be named index.htm or index.html. If a principal's/manager's message exists as a separate page, the file must be named pmess.htm or pmess.html.
- (q) Because anyone on the internet can access the site, photos or write-ups about well-equipped computer labs or other valuable resources must not be included. For instance, authors may say that the school is making effective use of computer technology, but should not provide a list of hardware. Authors could include a photo showing one or two computers in use, but not a whole lab.

4.3 District Responsibility for Technology: Availability, Reliability and Quality of Service

- (a) The District will ensure that it makes available to its students reasonable access to digital technology in order to fully and equitably access the curriculum, course material or other information.
- (b) The District reserves the right to limit access to services.
- (c) The OCDSB will endeavour to provide equitable, reliable and quality service to all users during business hours.
 - (i) The District makes no warranty of any kind, whether expressed or implied, for the service provided.
 - (ii) The District will not be responsible for any damages suffered, including loss of data resulting from delays or service interruptions.
 - (iii) The District specifically denies any responsibility for the accuracy or quality of information obtained through internet services.
 - (iv) District staff will attempt or assist to track down the source of any inappropriate information, e-mail message, etc., but may not always be able to do so technically, quickly or completely.
 - (v) Use of any information obtained via the internet is at the user's own risk.
- (d) The District will employ web filtering software to block out many objectionable sites, and educate users with regard to appropriate use and compliance with Board Policy P.100.IT: Appropriate Use of Technology.
- (e) The District will monitor the individual uses of technology in the learning or work environment and review data located on any storage device, whether on servers or on an individual workstation, as needed; in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- (f) The District encourages the use of personally owned devices such as laptops, handheld devices or peripheral devices, in the District's learning or work environment under the terms and conditions of use outlined in this procedure.
- (g) The District will not accept liability for loss, theft or damage to any personally owned device(s) while on District property, except where it can be shown that such loss was due to negligence on the part of the District. (See Procedure PR.552.FIN: Vandalism, Theft, Damage, or Loss Affecting Board Property.)
- (h) Staff who possess District-owned portable electronic devices are expected to take reasonable measures to secure the devices when left unattended.

- (i) Accidental damage or loss of school or District equipment is the responsibility of the school or District department.
- (j) The District and/or school administration reserves the right to immediately revoke user privileges at any time. Any user identified as a security risk or as having a history of problems with other computer systems may be denied access to the District's technology services.

4.4 Misuse and Consequences of Misuse

- (a) If a user violates or fails to adhere to this procedure, one or more of the following consequences may occur:
 - (i) suspension or cancellation of use of access privileges;
 - (ii) payment for damages and repairs;
 - (iii) discipline under other appropriate Board policies, including suspension, expulsion, exclusion or termination of employment; or
 - (iv) civil or criminal liability under other applicable laws.

5.0 APPENDICES

- Attachment 1: Appropriate Use of Technology Agreement, Primary Students (Kindergarten to Grade 3)
- Attachment 2: Appropriate Use of Technology Agreement, Junior Students (Grade 4 to Grade 6)
- Attachment 3: Appropriate Use of Technology Agreement Form, Intermediate/Senior (Grade 7 to Grade 12)
- Attachment 4: Appropriate Use of Technology Agreement Form, Community Members
- Attachment 5: OCDSB Web Authoring Procedures, Abbreviated Checklist Version
- Attachment 6: Media/School Website Permission Form
- Attachment 7: Appropriate Use of Technology – Abbreviated Version

6.0 REFERENCE DOCUMENTS

The Education Act, as amended, Section 170
The Accessibility for Ontarians with Disabilities Act (AODA)
 Board Policy P.049.IT: Electronic Communications Systems
 Board Policy P.074.IT: Computer Network Security
 Board Policy P.100.IT: Appropriate Use of Technology
 Board Policy P.125.SCO: School Board Code of Conduct
 Board Procedure PR.538.IT: Electronic Communications Systems
 Board Procedures PR.564.IT: Computer Network Security
 Board Policy P.032.SCO: Safe Schools
 Board Procedure PR.552.FIN: Vandalism, theft, Damage, or Loss Affecting Board Property
 OCDSB "Community of Character", <http://www.ocdsb.ca/com/SupportingourYouth/Pages/CommunityofCharacter.aspx>
 M. Ribble, "Digital Citizenship: Using Technology Appropriately" www.digitalcitizenship.net
 Ontario College of Teachers, Professional Advisory: Use of Electronic Communications and Social Media, <http://www.oct.ca/resources/advisories/use-of-electronic-communication-and-social-media>

Web Content Accessibility Guidelines (WCAG) 2.0, <http://www.w3.org/TR/WCAG20/>
Council of Ministers of Education “Fair Dealing Guidelines” for
Copyright, http://www.cmec.ca/docs/copyright/Fair_Dealing_Guidelines_EN.pdf)



**APPROPRIATE USE OF TECHNOLOGY AGREEMENT
PRIMARY STUDENTS (KINDERGARTEN TO GRADE 3)**

(References: OCDSB Policy P.100.IT *Appropriate Use of Technology* and
Procedure PR.622.IT *Appropriate Use of Technology*)

At the Ottawa-Carleton District School Board (OCDSB) we believe in digital citizenship and the use of technology to enhance learning and to support the work environment.

Technology means computers, cell phones, the internet or other electronic devices. In some classrooms and schools, we refer to technology by their brand names (iPads, iPods, Smartboards), while at other times we may refer to the technology by type (Notebook Computer, Laptop Computer, Tablet).

I AM LEARNING:	Student's Initials	Parent/ Guardian's Initials
That it is important to keep my personal information to myself when I use technology.		
That it is important to be nice to others when on the internet.		
That it is important to use technology at school for learning.		
That it is important to use the computer or other technology in the way my teacher has asked me to.		
That it is important that I store my personal device in a safe place when not in use.		
That I know that I can ask my teacher or an adult if: <ul style="list-style-type: none"> • I need help • I am not sure what websites I can look at while at school • If I see pictures or words on websites that seem hurtful to others • Someone writes something that makes me feel uncomfortable 		

I know that using computers or technology at school means that people trust me. I know that I may have to earn back this trust if I don't follow the rules set at school.

Student's Name _____ **Student's Signature** _____

Parent/Guardian Permission

I agree to allow my child to use the technology resources of the Ottawa-Carleton District School Board.

I have discussed appropriate use with her/him.

Parent/Guardian Signature _____ Date _____

APPROPRIATE USE OF TECHNOLOGY AGREEMENT JUNIOR STUDENTS (GRADE 4 TO GRADE 6)

(References: OCDSB Policy P.100.IT *Appropriate Use of Technology* and
Procedure PR.622.IT *Appropriate Use of Technology*)

At the Ottawa-Carleton District School Board (OCDSB) we believe in digital citizenship and the use of technology to enhance learning and to support the work environment.

Technology means computers, cell phones, the internet or other electronic devices.

I/We Agree That:	Student's Initials	Parent/ Guardian's Initials
I will keep myself safe by not giving out my personal details including my name, telephone number, address, my password or my picture.		
I will be respectful in how I talk to and work with others online and will never write or participate in online bullying.		
I will be considerate and careful when using technology at school, so not to damage the equipment or to interfere with the work of others that has been saved electronically.		
I understand the security, care and maintenance of my personal device is my responsibility. I will securely store my device when not in use.		
I will not download or use programs that my teacher or school did not approve for instructional use, including games.		
I will talk to a teacher or another adult if: <ul style="list-style-type: none"> • I need help online • I am not sure what I should be doing on the internet • I come across websites which are not appropriate for school or are just for adults • Someone writes something I don't like, or makes me feel uncomfortable, or asks for information that I know is private. 		

I acknowledge and agree to follow these rules. I understand that I may not be able to access technology at school if I do not act responsibly.

Student's Name _____ **Student's Signature** _____

Parent/Guardian Permission

I agree to allow my child to use the technology resources of the Ottawa-Carleton District School Board. I have discussed appropriate use with her/him.

Parent/Guardian Signature _____ Date _____

APPROPRIATE USE OF TECHNOLOGY AGREEMENT INTERMEDIATE/SENIOR STUDENTS (GRADE 7 TO GRADE 12)

(References: OCDSB Policy P.100.IT *Appropriate Use of Technology* and
Procedure PR.622.IT *Appropriate Use of Technology*)

The Ottawa-Carleton District School Board (OCDSB) recognizes the benefits that technology can bring to support student learning, staff development, communication with stakeholders, and other administrative and operational activities aligned with the core business functions of the OCDSB.

The OCDSB supports and encourages responsible use of technology through the following nine principles of Digital Citizenship: Digital Access, Digital Commerce, Digital Communication, Digital Literacy, Digital Etiquette, Digital Law, Digital Rights and Responsibilities, Digital Health and Wellness, and Digital Security. Users who are given access to the District's technology, its electronic devices, or who use their own technology or personal electronic devices in the District's learning or work environment, whether connected to the District or non-District networks, are required to know and abide by the Policy P.100.IT *Appropriate Use of Technology* in order to ensure that all technology is being used in a safe, legal, and responsible manner.

Technology refers to electronic content, data, communication, and equipment.

I Agree That:	Student's Initials	Parent's/ Guardian's Initials
I understand that the sharing of personal information without consent is wrong and can have consequences both in school and outside of school. Personal information includes: name, telephone number, address, passwords, images or videos.		
I agree that I will not use the OCDSB's system to share personal information without consent.		
I will access only my personal files and acknowledge that accessing the files of others or the OCDSB network is not appropriate.		
I will use technology at school for learning and will be responsible for my behaviour while using technology. I will not harass, insult, or attack others. Appropriate language must be used over the network at all times.		
I understand the security, care and maintenance of my personal device is my responsibility. I will securely store my device when not in use.		
I will not use technology for transmitting or viewing any material in violation of legislation, regulations, OCDSB policy or procedure including copyrighted, threatening, or obscene material. Sending or receiving offensive messages or pictures from any source will result in immediate suspension of privileges.		
I will not download or use programs that are not approved for instructional use such as videos, games or music.		

I Agree That:	Student's Initials	Parent's/ Guardian's Initials
I will not interfere or vandalize the equipment, which is defined as any attempt to harm or destroy equipment, data, and / or the operating system or applications.		
I understand that my use of technology can be monitored and logged by the OCDSB.		
I agree to follow the principles of Digital Citizenship, Community of Character, School Code of Conduct, OCDSB Policy P.100.IT and Procedure PR.622.IT.		
I understand that these rules are designed to keep me safe and if I choose not to follow them school sanctions will be applied.		

I acknowledge and agree to follow these rules. I understand that I may not be able to access technology at school if I do not act responsibly.

Student's Name _____ **Student's Signature** _____

Parent/Guardian Permission [if student is under 18 years of age]	
I agree to allow my child to use the technology resources of the Ottawa-Carleton District School Board and/or to use their personal owned devices in accordance with legislation, OCDSB policies and procedures. I have discussed appropriate use with her/him.	
Parent/Guardian Signature _____	Date _____

APPROPRIATE USE OF TECHNOLOGY AGREEMENT COMMUNITY MEMBERS

(References: OCDSB Policy P.100.IT *Appropriate Use of Technology* and
Procedure PR.622.IT *Appropriate Use of Technology*)

The Ottawa-Carleton District School Board (OCDSB) recognizes the benefits that technology can bring to support student learning, staff development, communication with stakeholders, and other administrative and operational activities aligned with the core business functions of the OCDSB.

The OCDSB supports and encourages responsible use of technology through the following nine principles of Digital Citizenship: Digital Access, Digital Commerce, Digital Communication, Digital Literacy, Digital Etiquette, Digital Law, Digital Rights and Responsibilities, Digital Health and Wellness, and Digital Security. Users who are given access to the District's technology, its electronic devices, or who use their own technology or personal electronic devices in the District's learning or work environment, whether connected to the District or non-District networks, are required to know and abide by the Policy P.100.IT *Appropriate Use of Technology* in order to ensure that all technology is being used in a safe, legal, and responsible manner.

Technology refers to electronic content, data, communication, and equipment.

I Agree That:	Community Member's Initials
I will keep my personal information or the personal information of others to myself and not share it through technology. Personal information includes: name, telephone number, address, passwords, images, videos, credit card numbers, or bank account numbers.	
I will access only my personal files and acknowledge that accessing the files of others or the OCDSB network is not appropriate.	
I will not harass, insult, or attack others. Appropriate language must be used over the network at all times.	
I will not use technology for transmitting or viewing any material in violation of legislation, regulations, OCDSB policy or procedure including copyrighted, threatening, or obscene material. Sending or receiving offensive messages or pictures from any source will result in immediate suspension of privileges.	
I will not download or use programs that are not approved for instructional use such as videos, games or music.	
I will not interfere or vandalize the equipment, which is defined as any attempt to harm or destroy equipment, data, and / or the operating system or applications.	
I understand that my use of technology can be monitored and logged by the OCDSB.	

I Agree That:	Community Member's Initials
I understand the security, care and maintenance of my personal device is my responsibility. I will securely store my device when not in use.	
I agree to follow the principles of Digital Citizenship, Community of Character, School Board Code of Conduct, OCDSB Policy P.100.IT and Procedure PR.622.IT.	
I understand that if I choose not to follow these rules sanctions will be applied.	

I acknowledge and agree to follow these rules.

Community Member Permission

I agree to use the technology resources of the Ottawa-Carleton District School Board and/or to use my personally owned devices in accordance with legislation, OCDSB policies and procedures.

Community Member's Name _____

Signature _____ Date _____

OCDSB Web Authoring Procedures Abbreviated Checklist Version

- ❑ Schools and departments may request changes to the standard page or post additional pages to the OCDSB main site by following procedures outlined by the Communications department. (4.2 (a))
- ❑ The principal /manager holds the responsibility for content, copyright and protection of privacy on all web pages created for the school/department. (4.2 (b))
- ❑ Only District employees and those designated by the Business and Learning Technologies Department may manage and maintain the website, under the direction of the principal/manager. (4.2 (c))
- ❑ The content of any Board web page must be consistent with the educational aims, policies and procedures of the Ottawa-Carleton District School Board. (4.2 (d))
- ❑ Hyperlinks from school/department web pages to non-OCDSB sites are permitted only for educational purposes. (4.2 (e))
- ❑ Web pages created on non-District servers for curriculum or communication purposes must be linked directly from the school's OCDSB web page. (4.2 (f))
- ❑ Personal web pages for students and staff will not be supported. Linking to a student's web page or staff member's personal page on an external site is not permitted. (4.2 (g))
- ❑ School web pages must not contain commercial or promotional advertising. Schools can acknowledge and link to partners' or sponsors' web pages. (4.2 (h))
- ❑ No external automatic content is to appear on OCDSB web pages. (4.2 (i))
- ❑ No content should enable people accessing the page to contact anyone other than the designated contact. (4.2 (j))
- ❑ Pictures may identify school/department teams and organizations but should not include individuals' full names. Visuals must be made to be as generic as possible. A signed release form must be obtained from the parents/guardians/staff/student. (4.2 (k))
- ❑ Document file names for pages and images must be checked to ensure that individuals' names do not appear. (4.2 (l))
- ❑ Copyright must be respected. (4.2 (m))
- ❑ The school/department's web page must include a link to the Ottawa-Carleton District School Board's web page (<http://www.ocdsb.ca>) (4.2 (n))
- ❑ The date of the last update to the page must be clearly identified. (4.2 (o))

- The school's main web page must be named index.htm or index.html. If a principal's/manager's message exists as a separate page, the file must be named pmess.htm or pmess.html. (4.2 (p))
- Photos or write-ups about well-equipped computer labs or other valuable resources must not be included. (4.2 (q))



MEDIA/SCHOOL WEB SITE PERMISSION FORM

Date: _____

Dear Parents/Guardians:

We would like to tell the community about the many positive things taking place in our school. However, we want to strike the right balance between getting our message out and respecting the wishes of parents/guardians who do not want their children photographed or videotaped or their child's name, work or photo displayed on the District's or school's web site.

Photos, videos, interviews or student work and names will only be displayed with the principal's or vice-principal's permission and will not be used for commercial gain.

Please fill in the following permission form and return by _____.

Yours truly,

Principal

- I consent to my child being photographed, videotaped, or interviewed and their name and image used in school or district publications and media coverage of school related events.

I consent to my child's

- school work (text, videotape, audio, art etc),
 name,
 photo/image/video image being used on the school web site.

OR

- I do **NOT** consent to my child being photographed, videotaped, or interviewed.
 I do **NOT** consent to my child's work, name or photo/image/video image being used on the school web site.

Student name (please print)	
Grade	
Signature of parent/guardian	
Date	

The personal information on this form is collected under the authority of the Education Act and will only be used for the purpose of allowing work, names or photo/image/video image to be placed on the school web site. Please contact your principal if you wish to discuss this form.

OCDSB 806

Appropriate Use of Technology – Abbreviated Version

The District recognizes the benefits that technology can bring to support student learning. The District supports and encourages responsible use of technology through the nine principles of digital citizenship. Users who are given access to the District's technology, its electronic devices, or who use their own technology or personal electronic devices in the District's learning or work environment are required to know and abide by the District's policy (P.100.IT Appropriate Use of Technology) and procedure (PR.622.IT Appropriate Use of Technology) to ensure that all technology is being used in a safe, legal and responsible manner.

Learning and Technology Plan

The Ottawa-Carleton District School Board's Learning and Instructional Technology plan will ensure that the District's schools are connected and relevant. The District expects that its students will be able to access educational resources online and engage in learning through wireless networks.

Digital Citizenship

Students will use technology for educational purposes only. By accessing the Internet while on District property or by logging in with a District login, students accept all terms and conditions of the appropriate use of technology policy and procedure. Students will demonstrate appropriate online conduct and manners. Students must follow security procedures and use District virus scanning software. Although the District uses a content filter, students may encounter inappropriate material. Students are required to report any inappropriate use of email, data or unauthorized technology or data to a teacher or administrator immediately. Information created on the District's network may be accessed and is subject to review. Users will refrain from improper/unethical use of technology, including computer hacking, cyber-bullying, and sending or receiving offensive pictures or materials. The Internet must not be used for any purpose that violates the school's Code of Conduct or the Municipal Freedom of Information and Protection of Privacy Act.

Personal Device Use

The District encourages the use of personally owned devices such as laptops, handheld devices or peripheral devices, in the District's learning or work environment under the terms and conditions of use outlined in the District's procedure. Personal devices may not be used to record audio or video of people unless the user has been given express written permission to do so. The school's Code of Conduct will apply to all electronic use as will the consequences. Personally owned devices used inappropriately to access/produce or share unlawful materials will result in full investigation and necessary action will be taken.

Consequences of Misuse

If a user violates or fails to adhere to this procedure, one or more of the following consequences may occur:

- suspension or cancellation of use of access privileges;
- payment for damages and repairs;
- discipline under other appropriate Board policies, including suspension, expulsion, exclusion or termination of employment; or
- civil or criminal liability under other applicable laws.