

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	100 – GENERAL ADMINISTRATION	CODE:	AP 148
PROCEDURE:	DIGITAL CITIZENSHIP OR (SOCIAL MEDIA: STUDENTS)		

BACKGROUND

The Christ the Teacher Catholic School Board is committed to providing and maintaining safe, inclusive and appropriate environments that are conducive to learning and working for all. To improve student success and achievement, we must ensure that students feel safe, welcomed, respected and included.

We want our students to be well-prepared to be successful in an evolving society. Fundamental to such success is the ability to use technology responsibly to gather, evaluate, construct and share knowledge in a 21st Century world. It is imperative that we support our students as 21st Century learners.

The Board provides users with access to technology to support teaching and learning, and to enable efficient communication. Technology, including personally owned devices, must be used appropriately for these intended purposes.

Social media use responsibility is an expectation in each school's Code of Conduct. Students live and work in a world where people are connected to their devices at all times so they need to learn to use technology effectively and respectfully. Digital responsibility is an important part of supporting student learning.

Definitions:

Social media includes web-based and mobile technologies that turn communication into interactive dialogue. Some examples include but are not limited to: personal websites, Facebook, Twitter, LinkedIn, MySpace, YouTube, microblogs, blogs, wikis, podcasts, digital images and video and other social media technologies.

Digital Citizenship is defined as the generally accepted behavior of responsible citizenship carried over to on-line environments and can be said to include, but not limited to, the following:

- Treating others with dignity and respect,
- Respecting the privacy of others,
- Respect others by refraining from sharing information about them without their knowledge or consent,
- Respect others by refraining from using profane or abusive language,
- Respect others by refraining from posting or storing any content that contains sexual, racial, religious, or ethnic slurs, any other form of abuse, or that contain threatening or otherwise offensive language or pictures,

- Protecting your own personal information from unknown or non-understood online environments, agencies or individuals,
- Only engaging in on-line financial transactions with known agencies, and only then via secure means,
- Respect others by refraining from actions that are malicious or harmful to them,
- Respecting copyright,
- Respecting and abiding by Canadian law, whether Federal, Provincial, Municipal or other statute,
- Respecting the laws or rules of any other state, international agency or organization with whom you interact,
- Ensuring you are authorized to access resources either inside or outside of the division's network prior to accessing them,
- Refraining from sending files or messages designed to disrupt other computer systems or networks.

Guiding Principles

The division has established the following guiding principles for digital citizenship and responsibility:

- **Intended use:** Board technology is provided for educational and administrative purposes. Technology should be used for these intended purposes only.
- **Security and safety of Board data:** Users should take reasonable precautions to ensure that the data that they use is secure and safe. Data should be used for the intended purposes only.
- **Responsible resource usage:** the Board's technology resources are shared and limited. Users should use technology resources responsibly and should not waste resources. Personal materials should not be stored on Board property.
- **Legal compliance and adherence to Board Procedures:** Users are expected to comply with federal and provincial legislation, as well as Board procedures.
- **Ownership of data:** Board technology and all data stored on Board technology are owned and may be accessed by the Board at any time. Users should have no expectations of privacy in anything they create, store, send or receive using Board technology.

PROCEDURES

1. On-line behavior shall reflect the same standards of honesty, respect and consideration used when meeting face to face. In addition, online behavior shall adhere to the principles of Digital Citizenship.
2. Any use of social media must observe the terms or contract agreement of the online resource.

3. Students must consider the potential consequences of what they post online. What students contribute leaves a digital footprint for all to see. Students should only post what they would want friends, peers, parents, teachers, or a future employer to see.
4. School related online activities are an extension of the classroom and subject to all school and division expectations. What is inappropriate in the classroom is also inappropriate online.
5. Online correspondence between staff and students must be related to course work, or school-sanctioned clubs/activities. Board staff will not be initiating or accepting “friend” invites from students unless the networking is part of an existing school course or school club structure and at least one other staff member has administrative access to the social media group.
6. Students must be safe online. Students should never give out personal information, including, but not limited to, last names, birth dates, phone numbers, addresses and pictures. Students should not share their password(s).
7. Linking to other websites to support a student’s thoughts and ideas is recommended; however students must be sure to read the entire article prior to linking, to ensure that all information is appropriate in a school setting.
8. Students must do their own work. They must not use intellectual property without permission. It is a violation of copyright law to copy and paste other’s thoughts. When paraphrasing another’s idea(s), the sources must be cited.
9. Pictures are protected under copyright laws. Students must verify that they have permission to use an image.
10. Students must not intentionally misrepresent themselves or use someone else’s identity.
11. Students must report any content or behaviour that is not suitable in the school environment.
12. Students who do not abide by these terms and conditions may face disciplinary action.

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