



## Turtle River School Division - Administrative Procedure

### Section B – School Administration Acceptable Use of Technology and Networks

Turtle River School Division recognizes the vital role that Information and Communication Technologies (ICT) play in today's educational environment. The technology provided to students and teachers offers unique and powerful opportunities to enhance both teaching and learning. Turtle River School Division's goal is to ensure that all students and staff use ICT responsibly, both at school and in the community.

The effective operation of our network depends on account holders treating Turtle River file servers and computers as shared resources. It is crucial that all users conduct themselves responsibly while accessing the network.

#### **Information and Communication Technology Guidelines**

The following is a list of guidelines for account holders, as well as specific behaviours, that may result in the suspension or termination of computer access privileges.

1. Turtle River School Division technology and networks are for educational and research purposes only.
2. When engaging on the internet, you are expected to act as you would in any environment where you represent your school. All material composed, received, or stored should meet the same standards of appropriateness as regular classroom activities.
3. Prohibited behaviours include harassment, threats, intimidation, electronic forgery, cyber-bullying, cheating, unauthorized recording (including posting recordings online) and promoting inappropriate or illegal activities.
4. Users must not damage or mistreat equipment. Damaged equipment will be assessed, and the responsible party may be charged for repairs or replacement.
5. Users must not attempt to gain unauthorized access to systems, programs, or computer equipment.
6. Network accounts are for the sole use of the authorized account holder. Account holders are responsible for all activities conducted under their account. Accounts remain the property of Turtle River School Division, and may be subject to periodic audits for responsible usage.
7. It is recommended that account holders change their passwords every 90 days.
8. Do not share your password with anyone.
9. Do not violate any copyright laws or licensing agreements.
10. Do not interfere with the network operations by installing or loading unauthorized software, shareware, or freeware.
11. Exercise good judgement and model safe and respectful digital citizenship at all times.
12. If you encounter inappropriate websites (e.g., containing pornographic, racist, sexist, defamatory, or otherwise objectionable content), exit immediately and notify the IT department.

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13. Social media and web tools are used to support communication and learning. Keep in mind that all information posted or shared reflects on the school community and must adhere to the division's policies.
14. Respect the privacy and rights of other ICT users.
15. When using personal electronic communication devices, whether at school or elsewhere, ensure they are used in a respectful, safe, and legal manner.
16. You are accountable for your actions and violations of these rules may result in loss of privileges or disciplinary action, including suspension, expulsion, or referral to appropriate local, provincial, or federal authorities.
17. Students must acknowledge the acceptable use policy by signing the applicable agreement annually on the student registration form. Staff must acknowledge the policy by signing their contract.
16. Staff members are responsible for supervising student use of computer technology.

#### **Rights and Responsibilities of the System Administrators**

1. Administrators and technical support personnel reserve the right to monitor all technology-related to maintain system integrity and ensure responsible use by students and staff.
2. Turtle River School Division senior administration reserves the right to filter internet content as necessary.
3. Turtle River School Division reserves the right to revoke access to computer technology for any individual who violates these guidelines or any federal or provincial law.
4. System administrators may remove local files that are deemed unacceptable or that violate the Turtle River Acceptable Use of Technology and Networks Policy.

#### **Communication Devices/Personal Electronic Devices**

Turtle River School Division recognizes the value that communication and personal electronic devices bring to students, families and schools. We understand the importance of modelling appropriate use within our schools, while also ensuring that the educational environment, the privacy of individuals, and safety during school emergencies are protected at all times. Therefore, the following conditions apply to the use of such devices:

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1. The use of communication or personal electronic devices to bully, harass, cheat, or harm someone's reputation will not be tolerated. Disciplinary action will be taken, and the device may be confiscated if deemed inappropriate.
2. Camera, video, or audio recording functions may not be used at any time without prior permission from the supervising staff member.
3. The school division assumes no responsibility for the loss, destruction, or theft of any electronic device brought to school or to any school-related event by a student.
4. Refer to Turtle River School Division's Cell Phone Policy.

School officials, including classroom teachers, have the authority to confiscate any electronic device if there is suspicion of rule or policy violations. School administration may also search devices under similar suspicions. Consequences for violating this policy will align with the school's discipline procedures and the division's Acceptable Use of Technology and Network Policy.

Additional information regarding Bring Your Own Devices can be found at <http://www.edu.gov.mb.ca/k12/docs/support/byod/index.html>

#### Website/Web Page/Social Media

The Board acknowledges that school websites and social media platforms are valuable tools for sharing information and keeping communities informed about school events and activities. These platforms also play a crucial role in fostering positive public relations. A school or classroom website can showcase student work and facilitate communication between the teachers, parents, and students.

The Board expects that each school within the Division will establish an online presence through a website and/or social media, unless a majority of parents object. Furthermore, schools are expected to make every reasonable effort to keep the content on these platforms current and accurate.

While these goals are important, schools must prioritize student safety and privacy. No content may be posted without the approval of the school administrator, who must ensure that all content complies with Division guidelines and safeguards the well-being of students.

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#### Web Page/Website/Social Media Content Guidelines

These guidelines govern the content and management of division and school websites/ social media platforms in Turtle River School Division that are accessible via the internet.

#### Posting Photographs on School Websites/ Social Media:

- Schools may post student photographs on their websites or social media platforms only if a signed release form from a parent or guardian has been received prior to posting. (Refer to the release form included in the Student Registration Form.)
- Group photos, such as team activities, where individual students are not recognizable, may be posted without parental permission. However, a release form is required for any student who is recognizable in the group photo.
- Photo captions should identify the activity or class, but should not include the names of individual students in the photo. Captions will not include students' first or last names.

#### Posting Student Work on School Websites/ Social Media:

- Permission from both the student and the parent or guardian is required before posting any student work on school websites or social media platforms. (Refer to the release form included in the Student Registration Form.)
- All student work must include a copyright notice prohibiting its reproduction without explicit written permission.
- If permission to copy a student's work is requested, the request will be forwarded to the parent or guardian for approval.
- Student work should only be identified by the student's first name.
- If a parent or guardian wishes to have a student's work removed from a school website or social media platform, they should contact the school administrator responsible for the page.

#### Identifying Recipients of School Awards or Special Honours:

- Schools may only identify students by their first name when recognizing recipients of awards or special honours.
- If the award recipient has already been identified by full name in a newspaper or on television, this information is considered public domain. In such cases,

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schools may use both the student's first and last name on the school website or social media, but only after obtaining parental permission to do so.

#### **Electronic Portals**

An electronic portal is a secure web-accessed platform where student and staff work can be stored and viewed. Access to the portal is restricted to authorized users through a username and password. Parental consent forms must be completed, specifying the portal's location, how to access it, and the type of work being stored or share. Parents must be informed about the portal and the nature of their child's activities within it before the student is granted access (as per the registration form).

All users access the Turtle River School Division networks and internet at their own risk. While the Division strives to provide reliable and error-free access to computing resources, it cannot be held responsible for any information that may be lost, damaged, or rendered unavailable due to technical or other issues.

All content on school websites and student work will include a copyright statement. For example:

"Copyright © (Year) Turtle River School Division. All rights reserved."

#### **Selection of ICT Softwares**

The principal may delegate the selection of ICT softwares to teachers or ICT staff; however, any subscription requests must be approved by the principal before installation by the ICT department.

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