



Memorandum

vancouver school board



May 23, 2013

ITEM 3

TO: Committee III

FROM: Senior Management Team

RE: **Draft Policy and Regulations:
Acceptable Use of Technology
Social Media Policy for Employees**

Attached are two draft documents:

1. Acceptable Use of Technology Policy and Regulations
2. Social Media Policy for Employees and Regulations

These two policies and regulations were developed over the course of the year, through a consultative process with the ICT Advisory Committee, and with the support of legal advice.

The Acceptable Use of Technology policy and related regulations applies to all students, employees, volunteers, trustees and guests. It includes a provision for all users of the system to complete an annual technology acceptable use agreement, or when a user first accesses the system, either as a new student, employee or guest. District staff is working to develop a digital process for users to accept the agreement.

The Social Media Policy for Employees is intended to provide direction and guidance as to the appropriate use of social media and networking tools.

In both of the draft documents, the regulations contain guidelines as to expectations for user roles and responsibilities. These will need to be revisited and updated on an annual basis to reflect changes in available technologies.

The documents are being brought forward to Committee III for information and discussion.

At the June 27th meeting of Committee III, the policies and regulations will be brought forward with a recommendation to the Board at that time.

Vancouver Board of Education – Draft Policy

Acceptable Use of Technology (corrected version May 27 2013)

The Vancouver Board of Education (“Board” or “District”) supports the use of information technology systems for the delivery of educational programs and the business operations of the organization. The Board is committed to providing an accessible, secure and reliable information technology environment for employees, students and limited guest use for the purposes of teaching, learning and administration. The Board requires acceptable, ethical, responsible and legal use of all District technology by the users. Such use will be consistent with this policy and other Board policies including the District’s Code of Conduct and all school rules.

The Board acknowledges that the need to protect the integrity of the school and working environment and the safety, security and privacy of students, staff, trustees and other users is of paramount importance.

The Board has prepared this policy to reflect the evolving nature of technology, however, due to continuous change in technology, this policy and its regulations are to be reviewed on a regular basis.

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Draft Regulation – Acceptable Use of Technology Policy

1. Definitions

- a. “District Technology” means any electronic device, service or system including but not limited to computers, cell phones, cameras, email and voice services, school networks, etc. owned and/or operated by the Board, including but not limited to the District’s network, servers, information system, and email whether accessed through a district owned device or a personally owned device.
- b. “Internet” means the computer network systems connecting electronic devices all over the world through which individual subscribers can interact and share information.
- c. “User” means all students, employees and trustees, parents, school volunteers and the community using District Technology that is connected with any School District or School District related activities, including off-campus activity if such activities have a connection to the Board or its schools.

2. Responsibilities

This Acceptable Use of Technology policy and related regulations apply to all students, employees, volunteers, trustees and guests.

3. Access

- a. The Board expects that the use of District Technology will occur in an appropriate, ethical, responsible and legal manner for the purpose of supporting educational programs and the District’s administrative services.
- b. Any User who breaches this policy or otherwise engages in inappropriate use of District Technology may be subject to sanctions including the restriction of their ability to access and use District Technology and in the case of students or employees may be subject to disciplinary action.
- c. The District Technology department may block access or remove files that are in violation of this policy or any other Board policy or school rules.
- d. All Users must complete an annual technology acceptable use agreement.

4. Usage

- a. Users are responsible for all usage of their accounts on the District Technology system and network. They must keep their password confidential. Account holders must not distribute other User's identification or password or reveal other User's personal information.
- b. The District Technology resources are not to be used for personal use by employees during scheduled hours of work, other than during break periods.
- c. Any use by employees, trustees or students of District Technology during personal time for non-School District related purposes must be appropriate and comply with this policy and all other District policies, standards and expectations.
- d. The District is not responsible for the loss of any personal data or any other information created or stored on District Technology.
- e. Prohibited uses of District Technology include, but are not limited to:
 - transmitting any materials in violation of Canadian laws;
 - receiving, viewing, duplicating, storing, or transmitting pornographic materials;
 - transmitting or posting threatening, abusive, or obscene messages or materials;
 - duplicating, storing, or transmitting any material that contravenes the Copyright Act; installing or reproducing unauthorized or unlicensed software on District resources;
 - sending, linking to, or otherwise making available material likely to be offensive, objectionable, or pertaining to criminal skills or activities;
 - participating in online gambling sites;
 - utilizing applications to facilitate the downloading or exchange of music, movies, games or other materials in contravention of the Copyright Act;
 - forging any document or message; obscuring the origin of any message, transmission, or file;
 - using programs that harass users, prevent access, investigate, or infiltrate computer systems /or software components; and
 - promoting commercial uses or product advertising.

5. Privacy

- a. The District has the right to monitor any network activity in order to maintain both the operation and appropriate function of the District Technology.

6. Use of Technology Etiquette

- a. All Users are expected to conduct communications using the District Technology in a courteous, respectful, and otherwise appropriate manner consistent with Board policies, and the guidelines and expectations outlined in the school codes of conduct.
- b. Use of District Technology, except as otherwise provided by law or Board policy (e.g. in relation to the district's use of student and employee information and records) is neither private nor confidential and may be monitored without notice.

7. Safety

The use of District Technology in relation to a school district activity or related activity must not result in a threat, real or potential, to the safety and welfare of students and/or employees or any other member of the school community.

- a. Upon entering the District, all users shall read and accept the conditions for appropriate and safe use of technology as outlined in this policy. All users will be required to renew their acceptance of the conditions on an annual basis.
- b. Information regarding the safe and appropriate use of District Technology shall be provided to students and employees by the school principal or his/her designate at the beginning of each school year.

8. Integrity and Plagiarism

- a. District Technology must be utilized in a manner that upholds the integrity of the Board, educational programs, and the school environment.
- b. Users must not copy or plagiarize any information obtained through District Technology, or any other means, and claim it as their own. Plagiarism is a serious offence. Students who engage in plagiarism will be subject to this policy, the District Code of Conduct and school rules.
- c. Users must comply with all district licensing agreements, Board policies and all Canadian laws.

9. Violations of Policy

Violations of this policy may result in privileges relating to District Technology being suspended or revoked and may result in disciplinary action.

Violations of this policy may be reported to the appropriate law enforcement authorities and may also be subject to criminal investigations and/or criminal charges.

Cross References:

GB: Staff-Student Relations

JF: Student Code of Conduct – Student Rights and Responsibilities

##: Social Media Policy

Draft Policy Social Media Policy for Employees (corrected version 2 May 25, 2013)

Introduction

The Vancouver Board of Education (“Board” or “District”) recognizes the importance of providing employees with a clear understanding of the impact of using social media and its appropriate use. In an ‘online world’ the lines between public and private, personal and professional can become blurred. Even when employees are social networking on their own time, they may be identified as working for and sometimes representing the School District in their online communications.

At the District, we recognize the use of social media and networking as one means of communicating in the online world. However, we also recognize that the inadvertent misuse of social media by employees has the potential to put the reputation of the School District and its employees at risk. The following policy has been established to ensure best practices and mitigate both the School District and employees’ exposure to risk.

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Draft Regulation - Social Media Policy

Definition

Social media is defined as any form of online publication or presence that allows end users to engage in multi-directional conversations in or around the content of the website. Social media includes but is not restricted to, social networking, blogs, wikis, social bookmarking, podcasts, forums, content communities, email, and instant messaging, and texting (SMS or texting). Interactions with and through social media occur through the use of web browsers, specialized software on computers and mobile devices.

Responsibilities

1. Use good judgment. Think about the type of image or information you want to convey. You are responsible for your online communications.
2. As role models for students and a representative of the School District, you must ensure that your use of social networking, even on your personal time, does not reflect negatively on your professional reputation or that of the School District.
3. Use only school sanctioned sites and tools or other school approved means of communicating online with students and parents. All communication with students and parents should be formal, courteous and respectful and should pertain to school related matters.
4. Respect the law in relation to your online communications. Protect the confidentiality of information regarding students and their families. Ensure compliance with copyright requirements. Do not make comments online which are defamatory of others.
5. Monitor all content you or others post to your personal social media accounts to ensure that it is consistent with your role in the School District and professional standards. Remove any material which is inappropriate or contrary to this policy.
6. Online activities must not interfere with the performance of your job or your effectiveness as an employee of the School District.
7. Online communications should reflect the principles of honesty, respect, responsibility, and consideration of others.
8. Do not disclose any confidential or personal information about students or their families in online communications. Do not post photographs or videos of students without the informed consent of the student and their parent(s).
9. Social networking sites and online postings are not necessarily private. Never criticize students, other district employees or the School District on online sites.
10. Use dedicated School District sites and tools for online communications with students and parents. Should you wish to create other sites and/or use other online forums for communicating with students, you must obtain approval from the principal. All sites and online forums for communicating must comply with this policy and access must be appropriately restricted (e.g. to students assigned to your class or activity).

11. Do not request or accept any students or minor (person under the age of 19 years) as 'friends' on social networking sites or interact with students or minors on social networking sites for purposes not related to the delivery of the student's educational program.
12. Do not exchange personal phone numbers, email addresses, or photographs with students.
13. Ask friends not to tag you in any photos or videos without your permission and remove anything that is not appropriate to your role in the School District.
14. Avoid impulsive, inappropriate or heated postings. Remember that what you post may be viewed and archived permanently online.

Cross References:

JM: Staff-Student Relations

JF: Student Code of Conduct – Student Rights and Responsibilities

##: Acceptable Use Policy

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