Bloorview SCHOOL AUTHORITY

Dream · Learn · Grow

Title:	**DIGITAL CITIZENSHIP**
Adopted:	September 12, 2012
Revised:	November 2016, January 2019
Reviewed:	November 2021

POLICY

It is the policy of the Bloorview School Authority that all students, parents, volunteers, staff and practicum participants use on-line computer systems safely and appropriately.

BACKGROUND

1. Bloorview School Authority provides on-line systems and resources for use by employees and students. On-line resources include all material that is accessed through a computer, laptop/tablet or other electronic device. Safety and security of those systems must be adhered to by all staff and students.

2. Ownership and control of all electronic devices distributed by the Bloorview School Authority rests with the Authority. The Director, Principal or their delegate has a right to access and/or inspect such devices, individual files, resources or materials contained or saved on the device.

RESPONSIBLITIES

3. It is the responsibility of all staff, parents, volunteers, students and students at Bloorview on practicum placements to follow the guidelines as outlined herein.

4. It is the responsibility of all staff to instruct and model for students appropriate digital citizenship and to monitor student adherence to these guidelines.

5. It the responsibility of the school leadership (Principal, Vice-Principal, Director) to instruct and model for staff appropriate digital citizenship and to monitor adherence to these guidelines.

GUIDELINES

6. This Code of Conduct applies to those using on-line systems and resources provided by or on behalf of Bloorview School. It has been prepared to protect the rights and safety of all.

7.   Appropriate measures to ensure the security of the information kept on the system are in place. Bloorview School Authority reserves the right to monitor the use of on-line resources by all that access the systems.

8.   Personal Safety Rules

    Staff, parents and students will:

    - never reveal information about personal identity (such as name, address, phone number, age, physical description or school) on-line to strangers or in a public on-line forum where it is not known who might see the information;

    - never reveal personal information on-line about someone else without their prior permission and knowing the information will not be used for harmful purposes;

    - never reveal access password(s);

    - never send photographs of themselves, another person or a group over an electronic network without prior informed permission of all the individuals involved and, in the case of minors, their parents or guardians;

    - only use school owned devises when taking pictures or videos of students, parents, staff or of school related activities;

    - immediately report to a teacher or the Principal any message or request that is received that is upsetting or suggests personal contact;

    - never publish the specific dates, times and locations of field trips to people who are not directly entitled to such information or to public forums where unknown persons might access the information.

9. Unacceptable Sites and Materials

    On a global network such as the Internet it is impossible to effectively control the content of the information. On occasion, users of on-line systems may encounter material that is controversial and which other users, parents or staff might consider inappropriate or offensive. It is the responsibility of the individual user not to intentionally access such material. If such material is accessed by accident, the incident must be reported immediately to a teacher or Principal.

    Bloorview School Authority is committed to meeting obligations under the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code by providing safe schools and workplaces that respect the rights of every individual. Discrimination and harassment will not be tolerated. It is not acceptable to use on-line systems to knowingly access sites, which contain material of a discriminatory or harassing nature.

Users of the Bloorview School on-line systems will not knowingly access, upload, download, store, display, distribute or publish any information that:

- is illegal or that advocates illegal acts or facilitates unlawful activity;

- threatens or intimidates any person or suggests violence, hatred or discrimination toward other people;

- uses inappropriate and/or abusive language or conduct;

- contains inappropriate religious or political messages;

- violates or infringes the rights of any other person according to the Bloorview School Authority policies, Ministry of Education policies, the Ontario Human Rights Code, or the Canadian Charter of Rights and Freedoms;

- is racially, culturally or religiously offensive;

- encourages the use of controlled substances, participation in an illegal act or uses the system to incite criminal actions;

- is of a defamatory, abusive, obscene, profane, pornographic or sexually explicit nature;

- contains personal information, images, or signatures of individuals without their prior informed consent;

- constitutes messages of sexual harassment or which contains inappropriate comments;

- solicits any users on behalf of any business or commercial organization without appropriate authorization;

- supports bulk mail, junk mail or "spamming";

- propagates chain letters, or other e-mail debris;

- attempts to hide, disguise or misrepresent the identity of the sender.

10. Use Guidelines

All users of Bloorview School on-line systems will do the following:

- Keep use of on-line services within reasonable limits in terms of time and volume of information transferred through the system. Excessive use of the system may disrupt services for all users (e.g. sending mass mailings of large documents or transferring large files at times of peak system usage).

- Report to the Principal any harm to the system or to information on the system whether that harm has been caused accidentally or intentionally.

11. Prohibited Uses and Activities

All users of Bloorview School on-line systems will **not** knowingly do the following:

- Copy, download, install or run viruses or other inappropriate or unauthorized materials such as games, files, scripts, fonts, or dynamic link libraries (DLL's) from any source.
- Cause damage to any computer(s) and/or equipment including, but not limited to computer hardware, furniture, projectors, connectors, keyboards, storage devices (e.g. disk drives), and pointing devices (e.g. mice).
- Damage or erase files or information belonging to any person without authorization.
- Use any other person's account on the system.
- Cause any user to lose access to the system – for example, by disabling accounts or changing passwords without authorization.
- Open a computer case, move a computer, tamper with computer cables or connections without proper authorization.
- Attach unauthorized devices to a computer or network. Such devices include but are not limited to portable computers, disk drives, protocol analyzers, and other electronic or mechanical devices. Move, copy, or modify any of the system files or settings on any computer, server or other device without proper authorization.
- Compromise themselves or others by unauthorized copying of information, work or software belonging to others, encouraging others to abuse the computers or network, displaying, transferring or sharing inappropriate materials. Software pirating and unauthorized copying of material belonging to others is regarded as theft.
- Copy, transfer or use files, programs or any other information belonging to the Bloorview School for any reason whatever unless the licensing specifically permits such actions.
- Store images or content of students or student work on a personal device
- Attempt to subvert the Bloorview School networks by breaching security measures, hacking accessing records without authorization or any other type of disruption.
- Take the ideas, writings or images of others and present them as if they were yours. Under copyright laws, all information remains the property of the creator(s)/author(s) and therefore permission is required for its use. The use of copyright materials without permission can result in legal action.

12. Consequences

Inappropriate use of on-line access by students and staff could result in disciplinary action that may include legal action and/or involvement of police.

13. On-Line Publishing

Information published on the Internet or Intranet can reach millions of people who are mostly unknown to the original publishers. For this reason, it is important to regulate information that is published through the facilities of Bloorview School Authority.

- The electronic publication of information using the facilities of Bloorview School is subject to all Bloorview School Authority policies and guidelines.

- Links from a Bloorview School Authority site to outside sites must be carefully selected and are subject to the same standards of content quality as Bloorview School sites.

- A means of contacting the publisher of any collection of information (such as a Web site) must be clearly identified on the opening screen of the collection.

- The information published on-line must be kept current and accurate with no conscious attempt to mislead the reader.

- Personal information such as personal addresses, phone numbers, individual or group pictures, or signatures cannot be published without express informed permission according to Bloorview School procedures.

- For the safety of students, specific times and locations of excursions/field trips must not be published.

- The Principal is responsible for ensuring that all work published is original or has been cleared for copyright with the originator and ownership of the copyright is clearly indicated.

- Advertising on any Bloorview School related electronic publication is subject to the approval of the Principal.

- All Web pages hosted on the Bloorview School Authority site or paid for by Bloorview School are considered property of Bloorview School Authority.

14. Liability

Bloorview School Authority makes no warranties of any nature or kind, expressed or implied, regarding its on-line services or resources, the continued operation of these services, the equipment and facilities used and their capacities, or the suitability, operability and safety of any program or file posted on Bloorview School Authority systems for any intended purpose.

Parents:

Bloorview School Authority is committed to providing students with access to the Internet through the Board's computer network. The Internet is a rich source of information and opportunities to enhance student learning. However, increased access to the Internet raises issues that must be addressed and understood.

Bloorview School Authority has addressed issues through a Digital Citizenship policy which applies to students, staff and all other users of electronic resources accessed through the facilities of Bloorview School, including the Internet. This On-Line Code of Conduct includes sections covering Personal Safety Rules, Unacceptable Sites and Materials, Use Guidelines, Prohibited Uses and Activities, On-Line Publishing, and Liability. It is available on the Bloorview School Authority website http://bloorviewschool.ca under the "About the School" section, Policies and Planning or upon request from your child's teacher.

The Authority expects that students will be responsible in their use of the Internet through the facilities provided by the Authority.

Yours truly,

Principal

NB – the Parental declaration may be included as part of the overall media form.

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STUDENT DECLARATION (For Junior, Intermediate and High School Students):

I have talked about the rules for using computers in the On-Line Code of Conduct with my teacher and with my parents or guardian. I understand the rules and I agree to follow them whether using a school device or a personal device for school purposes. I understand that these rules can help me stay safe and out of trouble.

Name: _____   Teacher: _____

Signature: _____   Date: _____

PARENT/GUARDIAN DECLARATION:

I understand that my son/daughter will be using the Internet at school for educational purposes. I agree to support the policies of Bloorview School Authority regarding the use of on-line resources whether my child is using a school device or a personal device for school purposes.

Name: _____

Signature: _____   Date: _____