11.1. Never impersonate, pose as another person, or falsify their identity in any way. Never use another individual's account unless is it is a necessary part of their job duties.

11.2. Never access or share any pornography, offensive or illegal material, unless it is required to uphold a Board Policy, Regulation, Administrative Procedure or Protocol.

11.3. Comply with the Copyright Act, and patent, trademark and criminal laws.

11.4. Follow established procedures for procuring [Software](#) and [Digital Content](#) not already licensed and/or installed by the Board.

11.5. Protect the identity and privacy of students and staff in accordance with their employment responsibilities or as directed by parents or guardians and authorized by administrators in accordance with the Board's Privacy of Information Policy P-HR-14 and Privacy of Information Regulation R-HR-14.

11.6. Refrain from accessing, using /Refere7id0 TdID 19 Tw 1.0ID 27 BDC a1.554 0 j-0.005 (t)-9.6 (us)ax

13. When using Board Electronic Communication Tools,

17. Role and Responsibility of Employees with Administrative Access to Computers or Information Systems

As determined by the Board, special administrative permissions to Board Technology, applications and Digital Content are granted to designated employees. These include, but are not limited to, Internet filter override accounts, network passwords and Supervisor-level access to report cards.

17.1. These special administrative permissions must not be shared with any other employee.

17.2. These employees are subject to a higher degree of due care and responsibility in protecting their Network Accounts, Board Technology, applications and all Digital Content in their purview.

17.3. These employees must only use their special access to undertake their work assigned in support of the Board's operation in their designated role.

17.4. They must never use their special administrative permissions to gain unauthorized access.

17.5. These employees must never share with any other person through any means, confidential information or Digital Content accessed or observed during the course of carrying out their assigned duties, except as may be reasonably required for training, demonstration, safety, legal or employment purposes.

17.6. These employees may not use their special administrative permissions for personal reasons or to further their own personal interests.

18. Role and Responsibility of Staff Supporting Students (teaching and non-teaching)

As part of their regular duties, staff are responsible for monitoring and supervising the work and conduct of students when using technology. The following are examples of responsibilities of staff:

18.1. Ensure the Digital Responsibility Agreement for Students is shared with, reviewed and acknowledged by students and parents/guardians annually.

18.2. Model responsible use of technology and Digital Content.

18.3. Address online behaviour that is harmful, unsafe and/or inappropriate using established student discipline procedures.

18.4. Confirm that parents/guardians have provided permission for their children before texts, pictures, videos, or audio recordings of students or their work are published on Digital Services.

18.5. Report without delay any incidents described in paragraph 10.8 to their Principal or Vice Principal.

19. Roles and responsibilities of students

19.1 Students are not required to supply personal mobile and / or computing devices for educational purposes as directed by an educator.

19.2 Students are encouraged to use, under the direction of their teacher(s), technology that is provided by their school or themselves to access and use a variety of Digital

Services provided by their school, the Board and external Internet sites. Students use technology to perform research, create Digital Content, to communicate, collaborate and share, and to complete their educational assignments.

19.3 Students use of personal mobile and computing devices are to meet the following criteria:
- x For health and medical purposes;
- x To support special education needs or;
- x For educational purposes, as directed by an educator.

19.4 With permission from school staff or the people being photographed / recorded in advance, students can take photos, record audio and / or video in school buildings or during off site school sponsored events.

19.5 Student use of personal mobile and computing devices during instructional time, without appropriate permission, is grounds for discipline and / or confiscation of the device by school officials. Confiscated devices will be returned either to the student or parent / guardian after a reasonable period of time as determined by the school Principal. Unauthorized use of such devices may lead to disciplinary action, as outlined in the Progressive Discipline Regulation.

19.6 Student use of personal computing devices is acceptable during non-instructional time provided they pay attention to permission / consent clause above and follow the GECDSB Code of Conduct.

20. The Greater Essex County District School Board is not responsible for any loss, damage or theft to personal mobile or computing devices or data residing on those devices before, during or after it has been brought to school and/or connected to the GECDSB wireless guest network.

21. Regardless of the type of technology used or its ownership, and whether access to Board Technology is from within or from outside the Board, failure to comply with this Policy and Regulation may lead to corrective action, termination of network access privileges, and discipline according to applicable procedures.

Individuals are considered to be authorized users if:

x They are students of the Board, or
x They are employees of the Board, or
x They are members of agencies or organizations that have agreements with the Board, e.g. student teachers, auditors, etc.
x They are Trustees of the Board, or
x They are School Council Chairpersons, or
x They are members of the Greater Essex County Parent Involvement Committee (GECPIC) Executive, or
x They are guests of the Board and their limited access to the Internet only has been authorized by the Superintendent of Information Technology Services or delegate, or
x Their access to necessary computing resources has been authorized by a Superintendent in writing to the Superintendent of Information Technology Services or delegate.

A type of Digital Service for writing and posting articles or other Digital Content for the purpose of sharing and conversing with others; includes the ability to create a User Profile.

Includes but is not limited to all Board-provided computing equipment and devices, licensed software and computing services, Internet services used for educational purposes, network hardware, software and bandwidth.

A machine, typically in the form of a desktop, laptop, Network, tablet, or slate used by people to create, input, access, view, and share Digital Content.

Any data, files, pictures, or videos stored on or accessed with Computers and Mobile Devices.

A Network service such as interactive websites, electronic mail, online databases, filing systems, student information systems, business information systems, wikis, blogs, discussion boards, bookmarking and tagging, presentation sites, Digital Content storage, etc.

A type of Digital Service designed to support online conversations in the form of primarily text based messages; often includes the ability to create a User Profile.

The global public Network outside of the Board's control that includes all forms of Digital Services and Digital Content accessible for free or for a fee.

A type of [Digital Service](#) provided by the Board to give employees a private and secure online space to work with [Digital Content](#) that requires a [Network Account](#) and password to gain access.

A handheld or pocket-sized [Computer](#) or cell/smart phone that is usually connected to a [Network](#) and typically includes a display screen, usually with touch input or a small keyboard.

A collection of [Servers](#), [Computers](#), and [Mobile Devices](#) connected together through various transmission media to facilitate [Digital Services](#) and digital communications among people.

A credential consisting of a unique identity and a secret password that grans access to [Network Resources](#), [Digital Services](#), and [Digital Content](#) based on established access rights and permissions.

A [Computer](#), [Server](#) or transmission bandwidth.

The use of Board-owned technology for the gain of self or others in a profit-making business unrelated to the Board's educational goals.

A specialized [Computer](#) used to deliver one or more [Digital Services](#) and to store [Digital Content](#).

A type of [Digital Service](#) that connects (e.g. "friend-ing", following) people to one another for the purpose of posting and sharing knowledge, information, and to encourage learning; often includes the ability to create a User Profile and to upload [Digital Content](#) for sharing purposes.

A specific form of a [Social Network](#) to facilitate bookmarking (tracking) and sharing with others (publicly) of websites through the use of tags or keywords; includes the ability to create a User Profile and to follow other user's bookmarking activities.

Specific forms of <u>Social Networks</u> that support the uploading and sharing of <u>Digital Content</u>, specifically video, audio (podcast), photo, image, and presentation files; often includes the ability to create a User Profile.

A type of <u>Digital Service</u> that supports collaborative creation and editing of webpages and <u>Digital Content</u> by <u>Authorized Users</u>; often includes the ability to create a User Profile.