

Responsible Use of Digital Technology Procedure

RATIONALE:

Digital technology is ever present in today's schools. HWDSB students and staff use board provisioned digital technology (e.g. mobile devices and desktop computers) daily as learning and workplace tools. Many staff and students also bring personal electronic devices (mainly smartphones) to the workplace and to school.

Digital technology and personal electronic devices enable staff and students to work and learn in both the physical and digital worlds. These devices, therefore, create new and exciting learning opportunities as knowledge and learning resources are more readily available than in the past. However, using there is the potential for the inappropriate use of these devices as well. It is important for all stakeholders to understand that expectations for behavior are the same in both the physical and digital worlds, and that use of digital technology in schools comes with responsibilities and high expectations for behaviour.

TERMINOLOGY:

Digital Technology: mobile and desktop technology including, but not limited to, tablets, smartphones, laptops, desktops, digital cameras, digital video cameras, and digital voice recorders.

Personal Electronic Devices: digital technology owned by students or staff and brought to school or work.

Responsible use of digital technology: actions and behaviors that align with HWDSB policies and procedures, specifically the *Code of Conduct Policy* and *21st Century Learning Policy* and its procedures:

- *Identity, Credibility, and Positive Participation Procedure;*
- *Ownership and Authorship Procedure;*
- *Selection of Learning Resources Procedure.*

PROCEDURES:

1.0 Expectations

1.1 Responsible use of digital technology will:

- Reflect other HWDSB policies and procedures, including but not limited to: *21st Century Learning, Bullying Prevention and Intervention, Code of Conduct, and Equity and Inclusive Education, Privacy, and Student Behaviour and Discipline;*
- Contribute to safe, accepting, and inclusive learning and working environments;
- Support learning, and foster citizenship, inclusion, and acceptance.

1.2 Responsible use of digital technology in the HWDSB includes:

- Using digital technology and personal electronic devices for learning purposes only during instructional time, unless authorized by the principal or school staff;
- Providing access to personal electronic devices for health or medical purposes or to support

Responsible Use of Digital Technology Procedure

- special educational needs;
- Ensuring that behavior in the digital world meets the same expectations as behavior in the physical world and that the dignity, privacy, and rights of all staff, students, parents and caregivers are protected;
- Applying other HWDSB policies and procedures, including but not limited to: *21st Century Learning, Bullying Prevention and Intervention, Code of Conduct, and Equity and Inclusive Education, Privacy, and Student Behaviour and Discipline* to behavior that occurs in a digital space;
- Modeling of responsible use of digital technology and citizenship by adults.

2.0 Key Roles and Responsibilities

2.1 Principals and Managers:

- Principals and Managers will ensure the responsible use of digital technology by:
 - Implementing the *Responsible Use of Digital Technology* procedure;
 - Communicating responsible use of digital technology expectations to staff, students, and parents/caregivers annually (i.e. newsletter, web-site as well as school agenda or code of conduct);
 - Providing students, staff, and parents/caregivers learning opportunities regarding digital citizenship, privacy, and the responsible use of technology;
 - Modelling the responsible use of digital technology and personal electronic devices;
 - Applying the following HWDSB policies to matters related to the responsible use of digital technology: *21st Century Learning, Bullying Prevention and Intervention, Code of Conduct, and Equity and Inclusive Education, Privacy, and Student Behavior and Discipline*.

2.2 Teachers and Staff will:

- Teachers and Staff will implement the *Responsible Use of Digital Technology Procedure* by:
 - Ensuring that student use of digital technology or personal electronic devices during instructional time is for educational purposes only;
 - Providing access to personal electronic devices for health or medical purposes or to support special educational needs;
 - Modelling the appropriate use of digital technology and personal electronic devices;
 - Teaching the importance of acting in appropriate ways in both digital and physical worlds.
 - Providing learning opportunities regarding responsible use of technology, digital citizenship, authorship, identity, and privacy.

2.3 Students will:

- Students will ensure the responsible use of digital technology by:
 - Using digital technology and/or personal electronic devices as learning tools during instructional time, unless authorized to otherwise by a teacher or principal/vice-principal;

Responsible Use of Digital Technology Procedure

Page 3 of 3

- Using digital technology and/or personal electronic devices outside of instructional time as directed by the Code of Conduct, as well as for health and medical purposes;
- Using digital technology or personal electronic devices in a manner that respects the dignity, rights, and privacy of all students;
- Refraining from inappropriate use, including but not limited to: cyber bullying, viewing inappropriate content, and racist, sexist, classist, homophobic, transphobic, ableist, or any other oppressive behavior.

2.4 Parents/Guardians will:

- Parents will support the responsible use of digital technology by:
 - Encouraging their child(ren) to use digital technology and personal electronic devices as learning tools during instructional time;
 - Assisting their child(ren) in understanding the importance of digital citizenship and privacy;
 - Explaining the importance of acting in appropriate ways in both digital and physical worlds.

2.5 Trustees and Executive Council:

- Trustees and Executive Council will ensure the responsible use of digital technology by:
 - Modelling the responsible use of digital technology;
 - Working collaboratively with schools, departments, and school communities to:
 - Understand the importance of the responsible use of digital technology,
 - Develop school and specific guidelines for responsible use;
 - Identify learning opportunities regarding digital citizenship for staff, students, and parent/caregivers.