



BOARD OF EDUCATION OF SCHOOL DISTRICT NO.22 (VERNON)

ADMINISTRATIVE PROCEDURE: AP-IT-351-01

Acceptable Use of Technology	
Approval Date:	April 15, 2024
Last Revised Date:	
References:	Policy 351 – Expectations for Network Access, Policy 220 – District Code of Conduct

1 Purpose

- 1.1 These acceptable use expectations apply to employees, students, and guests using school district technologies and network services including any activities organized or sponsored by the district. These expectations are focused around SD22's core values of trust and respect, equity, personal growth, and community and collaboration.
- 1.2 In SD22 we help each other use technology in positive ways. Teachers, students, parents, and guests share this responsibility. Technology changes fast, so we need to be thoughtful when using technology to reduce risks posed by technology usage and promote healthy and positive practices.
- 1.3 In this procedure “**personal digital device**” means any personal electronic device that can be used to communicate or to access the internet, such as a cell phone, tablet, smart watch, and IoT (Internet of Things) devices. ([Ministerial Order 89/2024 \(gov.bc.ca\)](#))

2 Responsibilities

- 2.1 SD22 believes that technology use is a shared responsibility between employees, students, families, and guests. To minimize the risks associated with internet usage and encourage healthy technology habits, it is important for all groups to promote positive digital citizenship practices. From time to time, this may include restricting the use of student personal digital devices at school for the purpose of promoting online safety and focused learning environments. ([Ministerial Order 89/2024 \(gov.bc.ca\)](#))

3 Acceptable Use

- 3.1 **Trust & Respect:** *We act with open-mindedness and kindness to one another as a means toward understanding and empowerment in meaningful relationships.*
 - 3.1.1 Be honest and ethical in all digital communications.
 - 3.1.1.1 Do not impersonate others or try to pretend something you wrote was composed by someone else.

- 3.1.2 Be respectful towards others in all digital communications as outlined in [Policy 220 District Code of Conduct](#).
 - 3.1.2.1 Consider whom you are communicating with and think about how they might interpret your words.
 - 3.1.2.2 Give constructive criticism and provide comments in ways that help others feel supported.
 - 3.1.2.3 Use respectful and appropriate language without causing others to feel uncomfortable due to their gender, race, appearance, behavior, or beliefs.
- 3.1.3 Take care of devices from the school as if they belonged to you.
- 3.1.4 Respect the District's network security measures and only download apps or content you have permission to access.
 - 3.1.4.1 New apps can be requested using the District's [Privacy Impact Assessment](#) tool.
- 3.1.5 Only log in to accounts assigned to you.
- 3.2 **Equity:** *We focus on individuals by removing barriers, allocating necessary resources, and addressing opportunity gaps.*
 - 3.2.1 Provide reasonable access, without discrimination, to technologies for the entire SD22 community.
 - 3.2.1.1 Share technology resources with your educational community to promote equitable access.
 - 3.2.1.2 Student personal digital device restrictions should not disproportionately impact some students more than others. ([Ministerial Order 89/2024 \(gov.bc.ca\)](#))
- 3.3 **Personal Growth:** *We engage individuals to pursue passions, persevere in the face of ever-changing circumstances, and realize potential and sense of worth.*
 - 3.3.1 Be patient and adapt to ever-changing technologies.
 - 3.3.2 Face challenges in using technologies with a growth mindset.
 - 3.3.3 Use of student personal digital devices during hours of instruction is for instructional purposes and digital literacy. ([Ministerial Order 89/2024 \(gov.bc.ca\)](#))
- 3.4 **Community and Collaboration:** *We engage in and nurture meaningful relationships to cultivate and expand upon our vibrant community.*
 - 3.4.1 Give credit to authors or sources when using information or ideas that are not your own.
 - 3.4.2 Verify that information is accurate before sharing it digitally.

- 3.4.3 Understand that what you post online may be seen by the public.
- 3.5 **Inclusive:** *We cultivate and foster a curiosity for all peoples and cultures creating safe spaces for exploring personal truths and reconciling lived experiences, targeting discriminatory practices, prejudices, and beliefs.*
 - 3.5.1 Seek out technologies and digital tools that increase access to educational opportunities for the entire SD22 community.
 - 3.5.2 Digital devices can support students with diverse abilities as outlined in student's support plans and Individual Education Plans. ([Ministerial Order 89/2024 \(gov.bc.ca\)](#))
- 3.6 **Safety:** *We strive to promote and model the safe use of digital tools.*
 - 3.6.1 Be mindful about where and when you share personal information (either your own or another person's) online. Where you live, details about family or friends (including names), age, birthday, home address or telephone number are some examples of personal information.
 - 3.6.1.1 Adhere to [FOIPPA – Freedom of Information and Protection of Privacy Act](#)
 - 3.6.2 Be responsible for your safety and the safety of others.
 - 3.6.3 If you see something unsafe, report it to a trusted adult or supervisor.
 - 3.6.4 Use of personal digital devices is appropriate to a student's age and developmental stage. ([Ministerial Order 89/2024 \(gov.bc.ca\)](#))
 - 3.6.5 Personal digital devices may be approved from time to time to support medical necessities outlined in a safety plan. ([Ministerial Order 89/2024 \(gov.bc.ca\)](#))