

DIGITAL CITIZENSHIP POLICY

Medicine Hat Catholic Board of Education (MHCBE) believes technology can be a powerful tool to enhance learning. While there are potential issues associated with technology use, the benefits far outweigh these issues. It is important for all stakeholders to work together so students can benefit from BYOD.

MHCBE offers a safe and secure district-wide network accessible through use of personal wireless devices and district-owned wired and wireless devices. Therefore, this Responsible Use of Technology Agreement applies to both.

Student, employee and community interaction with technology can contribute positively to school learning environments. An individual's use of technology inside or outside the school or administrative office that degrades or defames their peers, colleagues, community members or the district, is unacceptable.

MHCBE uses a web filter to safeguard individuals from inappropriate content, and provides education and supervision to ensure students understand and comply with the safe, legal and responsible use of technology and the information accessed by its use. It is important for all students to exercise Digital Citizenship at all times.

The following are expectations for the Responsible Use of Technology

1. Respect and Protect Myself

- a) I will take responsibility for my actions when posting/viewing information, images and videos online.
- b) I will not reveal personal information, such as my age, address or phone number, or those of other individual(s), with any online service or person. (Students only)
- c) I will not access other user accounts.
- d) I will not share my password with anyone.

2. Respect and Protect Others

- a) I will not use technology to degrade, defame or bully others.
- b) I will obtain permission of the individual(s) involved and a school staff member before photographing, videoing, publishing, sending or displaying information about someone else.
- c) I will obtain permission from individual(s) when sharing commonly created electronic data.
- d) I will not forward information, images and videos or communications without permission of the teacher.

3. Respect and Protect Intellectual Property

- a) I will respect Canadian copyright laws.
- b) I understand the importance of correct citation and will use it accordingly.



c) I will only download, save or install either full or portions of any software, music, movies, images, in accordance with Canadian copyright laws.

4. Respect and Protect Property

- a) I will take full responsibility for, and respectfully use, any technology available to me at school or work.
- b) I will use network bandwidth, file storage space and printers reasonably and responsibly.
- c) I will report abuse of technology (to a staff member).
- d) I will report security or network problems (to a staff member).

5. Respect and Protect the Use of Personal Electronic Devices

- a) I realize that by using my device on the school network, it can be monitored and my activities can be traced back to me.
- b) I will not plug any devices capable of broadcasting or sharing private access into the school or district network. For example wireless routers or game consoles. I understand that such devices are not permitted under any circumstance.
- c) I will turn off all peer-to-peer software or web-hosting services on my device, such as music/video/file-sharing, while connected to the school or district network.
- d) I will use my personal electronic device only with the teacher's expressed permission.
- e) I will be responsible for the security, care, connectivity and maintenance of my personal electronic device. For example: troubleshooting, repair or connectivity to the wireless network. The teacher may give assistance when possible however they cannot guarantee a resolution.
- g) I will be responsible for the loss, theft or damage of my personal electronic device and/or a device that I sign out from the school. I will be responsible to pay for any restoration that may need to occur on a school owned device that I have signed out.
- i) I understand that the principal or designate, and the senior information and technology services officer may involve a third party to access my personal electronic device if there are reasonable grounds to believe that a breach of school or district procedures has occurred.

