



**DISTRICT SCHOOL BOARD
ONTARIO NORTH EAST**

Policy No. 1.2.10

Section: System Policies and Procedures

Related References:

Employee Use of Social Media Policy 1.2.1

Handheld Electronic Communication & Listening Devices Policy 2.1.28

Appendices: A-D

Approved: October 15, 2002

Revised: June 28, 2011

March 22, 2017

Review Date:

TITLE: Appropriate Use of Technology

1.0 Rationale:

District School Board Ontario North East is committed to providing a safe, positive, and mutually respectful student focused environment which promotes the development of skills, knowledge and attitudes necessary for life-long learning. As technologies continue to develop and expand, they impact the educational environment in many positive ways. Appropriate use of, and educational benefits of technology, should be taught by all teachers in support of effective instruction and in student learning.

District School Board Ontario North East believes in the benefits that technology can bring to support daily operations and student achievement. While maximizing the benefits of technology, maintaining a learning environment that is safe, ethical and appropriate to the needs and well-being of all members of the Board community is paramount. All users are individually accountable for engaging in the ethical and legal use of technology and technology services provided by the Board. It is policy of the Board that the technology and technology services supplied by the Board will be used in an appropriate manner and guided by the *Appropriate Use of Technology Policy* and the *Technology Use Standards*.

2.0 Definitions:

User

All employees, students, trustees, members of Board committees, school council chairs and all other persons given authorized access to technology (i.e., facilities and resources) and technology services provided by District School Board Ontario North East are considered users. Users may access these tools from locations other than their work locations. Using Board-provided technology from the office, home or other locations is using a corporate asset. Therefore, the Board and its employees are responsible for any misuse of its technology. If an employee sends personal views, they must provide appropriate disclaimers so that the remarks are not taken as representatives of the Board.

E-mail (Electronic Mail)

E-mail is the standard electronic mail system (Microsoft Outlook/ Outlook Web Access) used by District School Board Ontario North East users to communicate with each other and persons not

employed by the Board. An e-mail message can be a record if made or received in connection with the transaction of Board business and must be retained in accordance with the Recorded Information Management and Freedom of Information and Protection of Individual Privacy policy and procedure. The value of a record is determined by its subject and not its format.

Appropriate Use

Relevant federal and provincial laws and regulations (e.g., Copyright Act, Education Act, *Municipal Freedom of Information and Protection of Privacy Act*, *Ontario Human Rights Code*, and *Criminal Code*) govern the use of the computer and information technology systems of the Board. In addition, use must be consistent with Board policies and procedures at all times. Users are expected to use the Board's Internet and e-mail services in a responsible and ethical manner consistent with the educational, informational and recreational purposes for which they are provided. Users will be subject to disciplinary action for misuse of the e-mail or Internet systems. Misuse of these systems may also, in some instances, subject the Board to lawsuits.

3.0 Policy:

It is policy of the Board that the technology and technology services supplied by the Board will be used in an appropriate manner and guided by the *Appropriate Use of Technology Policy* and the *Technology Use Standards (Revised June 2011)*. This includes, but is not limited to computers, laptops, tablets, Personal Digital Assistants (e.g., Blackberry, Palm, iPod/iPhone devices) and other personal technologies, use of the world wide web and electronic mail (email) services, in essence, any device whether it be Board-provisioned or personal that connects to the Board's network. All District School Board Ontario North East staff, students, trustees, school councils and other select individuals who are given access to the Board's technology and technology services are required to know and abide by this policy in order to ensure that information technology is being used in a safe and responsible manner. Use of personal devices (e.g., personal mobile phone) on non-Board networks when used in the school learning environment are also subject to this policy.

PROCEDURES

Superintendents, principals and managers are responsible for:

- Ensuring that staff upon hiring and annually thereafter are made aware of the expectations (e.g., *Technology Use Standards*) regarding the use of any Board-supplied technology or personal device that is connecting to the Board's network and/or Board-provisioned technology services (this is applicable regardless of the location from which the services are accessed – e.g., Board location, home).

Principals are responsible for:

- The overall coordination and management of school technologies; and
- Developing an understanding amongst staff for the acceptable use of personal technology when used in any Board facility.

Teachers are responsible for:

- The overall management of student use of computing and information technology facilities and resources with their assigned teaching areas or when acting in a supervisory role; and
- Instructing and modeling for students the appropriate use of technology.

All users are responsible for:

- Ensuring that they use the technology resources in an appropriate manner in accordance with Board policies and procedures.
- Using the Board's network, technology, and technology services in a responsible and ethical manner consistent with the educational, informational and recreational purposes for which they are provided.
- Ensuring that they use Board provided or funded devices in accordance with the *Highway Traffic Act* and all applicable law and legislation.

All students are responsible for:

- Abiding by the *Technology Use Standards* and *Technology Use Agreement for Elementary School Students* or *Technology Use Agreement for Secondary School Students*.

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APPENDIX A



Technology Use Standards



District School Board Ontario North East

Revised February 2017

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INTRODUCTION

The purpose of the Internet is to support research and education by providing access to extensive resources. The following standards are designed to provide consistent guidelines for Internet use by all employees, board members, students and other authorized users. Along with Board policies and procedures, the standards help ensure personal discretion and responsible choice for Internet use within District School Board Ontario North East.

All District School Board Ontario North East Internet users must be aware of the contents of these standards. Principals will facilitate this process within their school. School staffs are expected to make every effort to implement the document as part of their instruction. It is understood that the contents will be appropriately geared to the age level of students and their level of Internet use.

Technology will continue to evolve and the use of technology in pedagogy, communication and collaboration (21st Century skills) will continue to increase. This document will be reviewed and updated regularly to respond to changes.

Any questions or comments should be forwarded to the appropriate departmental office.

Information Technology Services (ITS)

Linda Knight
Linda.Knight@dsb1.ca
(705) 360-1151
Director of Education
District School Board Ontario North East

A. PURPOSE

District School Board Ontario North East (the Board) provides every school with access to information technology, which includes Internet access. As appropriate, the Board will provide access to employees, board members, students and guests.

Information technology has a defined educational purpose. The term “educational purpose” includes the use of the system for classroom activities, professional or career development. All use must be in compliance with the acceptable *Technology Use Standards* set out by the Board in this document.

B. RESPONSIBILITIES

INFORMATION TECHNOLOGY SERVICES (IT) SHALL:

- not provide technical support to non-Board technology – this includes hardware, software and security/virus management tools;
- not provide schools with additional network switches to accommodate the connection of non-Board technology;
- establish and monitor information technology systems (e.g., e-mail, websites) and set standards for their use;
- notify the Superintendent responsible for Information Technology of any inappropriate content on any Board-supplied technology of which they become aware.

THE SUPERINTENDENT RESPONSIBLE FOR INFORMATION TECHNOLOGY SHALL:

- when notified of any inappropriate content on any Board-supplied technology, determine in consultation with the Coordinators of Technology, the appropriate action as necessary on a case-by-case basis.

THE COORDINATORS OF INFORMATION TECHNOLOGY SHALL:

- notify the Superintendent responsible for Information Technology of any inappropriate content on any Board-supplied technology or which they become aware.

SUPERINTENDENTS, PRINCIPALS AND MANAGERS SHALL:

- ensure that this policy and procedure is communicated to their staff upon hiring and annually thereafter;
- ensure that employees and other users are familiar with the *Technology Use Standards* document;
- ensure a copy of the *Technology Use Standards* must be readily available for reference;
- not accept donated computers as this may negatively impact on the Board’s ability to effectively license, manage, secure and support solutions for classroom programs; and
- apply corrective and disciplinary measures to address staff violations of this procedure.

PRINCIPALS AND MANAGERS SHALL:

- facilitate student contracts for current and any new students (Appendix A & B)¹;

¹ These are available on our DocuShare Site

- review *Technology Use Standards* with all students at the beginning of each school year
- ensure staff adhere to the proper usage of personal technology when used in any Board facility including the use of any online tools such as social networking, Web 2.0;
- report abuses of this policy and procedure to their superintendent;
- Policy requirements must be included all student handbooks. Teachers must review the policy with all students, and share information via newsletters, etc.
- Parents should be required to sign off on the handbook showing their agreement with the policy.

TEACHERS SHALL:

- manage and actively supervise student use of computing and information technology facilities and resources (including iPads) within their assigned teaching areas and when acting in a supervisory role;
- instruct all students to comprehend and adhere to this procedure and the Technology Acceptable Use Agreement;
- report abuses of this policy and procedure to their principal;
- ensure compliance with the Municipal Freedom of Information and Protection of Privacy Act. Student and staff information is personal and private and is therefore protected under this Act.

STUDENTS SHALL:

- abide by the Technology Acceptable Use Agreement; and
- in Board facilities, only use Board and personal technologies for educational purposes as defined by the teacher and instructional purpose.

ALL USERS SHALL:

- if using social networking tools, do so with the appropriate understandings of the effective educational use of these tools, avoiding any personal uses when engaging with students, parents and colleagues for professional purposes.
- be familiar with the standards and apply them appropriately;
- use technology resources in ways that do not disrupt other users or compromise the functionality of the system;
- maintain their password and user ID confidentiality;
- restrict access to their passwords;
- familiarize themselves with the technology resources provided to them, including system maintenance and administration procedures;
- respect the “NO PLUG-IN” rule

At any time, employees may provide feedback and recommendations concerning the standards to their principal/supervisor. This information will be forwarded to the appropriate personnel.

C. ACCESS TO THE SYSTEM

Information technology is for use by the Board’s employees, board members, students and guests (i.e. School Council Chair).

- a) The superintendent responsible for information technology will determine appropriate levels of access for employees.
- b) Each school will determine the extent to which students at various grade levels will be granted access to the system.
- c) Principals may approve individual guest accounts.
- d) Staff and students may connect personal computer equipment to the wireless network. Personal computer equipment refers to laptops, ~~only~~ phones, personal data assistants, or any other approved personal equipment.
- e) Staff and students may NOT connect personal equipment to network jacks in schools. Doing so exposes our network to the risk of viruses.

UNACCEPTABLE ACCESS TO THE SYSTEM

- a) Users will not attempt to gain unauthorized access to the Board's system or to any other external systems using the Board's resources. Users will not go beyond their authorized access. This includes, attempting to log in through another person's account or accessing another person's files, passwords, or data even if only for the purpose of "browsing".

D. LIMITATION OF LIABILITY AND INDEMNIFICATION

District School Board Ontario North East makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the system will be error-free or without defect. The Board will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The Board is not responsible for the accuracy or quality of the information obtained through or stored on the system. The Board will not be responsible for financial obligations arising through the unauthorized use of the system. Users will indemnify and hold the Board harmless from any losses as the result of intentional misuse of the system by the user.

Although, careful handling of personal computer equipment by Board personnel would be endeavoured, if personal computer equipment is confiscated for the purpose of investigation and/or policy violation, District School Board Ontario North East makes no warranties of any kind, either expressed or implied, that the equipment will not incur defect, loss or damage during the period of investigation

District School Board Ontario North East is not responsible for any loss, theft, or damage incurred by personal computer equipment.

E. DUE PROCESS

District School Board Ontario North East and all its employees will cooperate as required with local, provincial, or federal officials in any investigation concerning or relating to any illegal activities conducted through the system.

Employees are subject to all appropriate Board policies and any applicable collective agreements, and any violations will be dealt with accordingly.

With just cause, and upon notification, any Board computer system administrator may terminate or restrict access privileges. Inactive accounts may be removed, along with the user's files without notice to the user.

F. PRIVACY

System users have only limited privacy in the contents of their personal files and records of their online activity while on the system. Monitoring of system does occur.

If the school system administrator becomes aware of a possible violation by a user, the school system administrator will consult with the school administration and further investigation may occur.

G. PLAGIARISM AND COPYRIGHT INFRINGEMENT

Users of the system will not engage in plagiarism or copyright infringement.

H. ACADEMIC FREEDOM, FREE SPEECH AND SELECTION OF MATERIAL

When using the internet for class activities, teachers will:

- a) select age appropriate content that is relevant to the course objectives.
- b) make every effort to preview sites and content before authorizing student access.
- c) provide guidelines and resources to assist students in channelling their research activities effectively and appropriately.
- d) assist students in developing the skills to ascertain the accuracy of information.

I. UNACCEPTABLE USES

Inappropriate Language, Text or Graphics

Restrictions against abusive or objectionable language apply to public or private messages and posted materials.

- Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Users will not create, send, receive, display or download text or graphics that are illegal, or may reasonably be construed as obscene or offensive.
- Users will not use the Board's system to access material that is profane or obscene (i.e. pornography), that advocates illegal or dangerous acts, or that advocates

violence or discrimination towards other people (i.e. hate literature). Board employees may access the above material only in the context of legitimate research and upon consultation with the appropriate supervisor.

- Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Users will not engage in any form of harassment as described in the Harassment Policy.
- Users will not knowingly or recklessly post false or defamatory information about a person or organization.
- Users will immediately notify the computer site administrator if they have identified possible security or safety issues. Users will not engage in activities, which may be construed as an attempt to gain unauthorized access.

Respect for Privacy

- Users will not post private information about another person.

Respecting Resource Limits

- Users will use the system only for educational, professional or career development activities.
- Users will not download large files or install software or data files unless authorized.
- Users will not post chain letters or engage in “spamming”. Spamming is sending an annoying or unnecessary message to a large number of people.
- Users will not use the internet for unauthorized, illegal or unethical purposes;
- Users will not use the internet for personal use “during regularly scheduled working hours” (Note: personal use of the internet outside of regular business hours is allowed, provided that it is not being used to generate income for personal business or to promote personal initiatives, lobby elected officials, provided that all other acceptable use criteria as outlined in this procedure are adhered to).
- Limits on data storage will be determined by the IT administration team. Users will receive a warning as they approach their storage limits.
- Users (staff and students) will check their email and delete unwanted messages promptly, therefore staying within a reasonable email quota.
- Users will receive a warning when their mailbox is approaching their set limit. Users will not be able send or receive email once their mailbox has reached their limit.

J. WEB SITE POLICY

Material appropriate for placement on the Board's web site may include items such as District School Board Ontario North East information, school information, curriculum information and sample student work with authorization as required. Neither personal nor non-educational information will be allowed on the Board's web site.

The Web Master will be responsible for maintaining the official District School Board Ontario North East Web Site and monitoring all Board web activity. The Web Master will develop style and content guidelines for official Board and School Web materials as well as develop procedures for the placement and removal of such material. All official Board material originating from any school or department must be approved through a process established by the Web Master.

Individual schools may choose to publish a School Web Page. The school principal will designate a school Web Site Team Leader, responsible for managing the school site. This includes monitoring class, teacher, student and extracurricular web pages. All material originating from the school will be consistent with the Board's style and content guidelines and approved through a process established by the Board's Web Master.

Employees may establish web pages for use with educational activities or that provide a resource for other employees. They will be responsible for maintaining their education resource sites. All material on employee web pages will be consistent with the Board's style and content guidelines and approved through a process established by the Board's Web Master.

All information posted, including text and pictures, must not uniquely identify students or employees or any personal information about them unless written permission has been obtained.

The Board Facebook Master will be responsible for maintaining the official DSB Ontario North East Facebook site.

The Board Tweet Master will be responsible for maintaining official DSB Ontario North East tweets.

The Executive Assistant to the Director of Education will monitor the public comment section of the website.

K. PROFESSIONAL DEVELOPMENT

School Administration, in conjunction with support personnel, will ensure that employees using the internet, have sufficient information and appropriate in-service in order that:

- Internet time is used effectively and with a clear curricular focus.
- The *Technology Use Standards* document is implemented.

TECHNOLOGY USE STANDARDS - APPENDIX 1



DISTRICT SCHOOL BOARD ONTARIO NORTH EAST

TECHNOLOGY USE STANDARDS FOR SECONDARY SCHOOL STUDENT

District School Board Ontario North East has established Wireless (Wi-Fi) networks in all secondary schools. Access points have been placed in the school that will allow staff and students to access the Internet from outside of classrooms and computer labs.

The purpose of the Internet is to support research and education by providing access to extensive resources. These *Technology Use Standards* along with the school's Code of Behaviour provide standards to help students exercise personal discretion and responsible choice. The use of technology-based equipment, computers, network resources and the Internet is a privilege, not a right, and irresponsible use will result in cancellation of those privileges. The administration or academic staff of District School Board Ontario North East may deny, revoke or suspend specific user access.

District School Board Ontario North East (the Board) makes no warranties of any kind, whether expressed or implied for the service it is providing (i.e. loss of data, accuracy of information, etc.).

Code of Conduct for Users of the Network/Internet

All students and staff will have access to the wireless (Wi-Fi) network.

1. All individuals should be treated with common courtesy and respect, therefore:
 - I will not use abusive language of any type, including swearing and name-calling.
 - I will follow the rules of Internet etiquette, which include the use of appropriate language and polite responses.
 - I will not use Internet access to send threatening, obscene, or harassing materials.
2. The Internet, as with any place where large numbers of people gather, can be a potentially dangerous place, therefore:
 - I will not share my password with anyone else.
 - I will not divulge my home address, phone number, or personal information.
 - I will not agree to a personal encounter with anyone I meet online.
 - Should I access information that is inappropriate, I will report it immediately to my teacher/supervisor.

- I understand that electronic mail is not guaranteed to be private.
3. Software and intellectual property is protected by copyright laws, therefore:
- I will not make unauthorized copies of software found on school computers.
 - I will not give, lend or sell copies of software to others.
 - I will not use another author's intellectual property without proper citation, i.e. footnote, bibliography.
4. The work of all users is valuable and they need reliable access to computers, therefore:
- I will respect the privacy of others by not trying to learn or use their passwords.
 - I will not copy, change or use files belonging to another student.
 - I will not attempt to gain unauthorized access to system programs or computer equipment.
 - I will not create or knowingly introduce any computer virus that may destroy files or disrupt the system.
 - I will ensure that my personal laptop has up to date anti-virus software.
 - I will not download any resources without permission.
5. There is material available on the Internet and other sources of computer software that are not appropriate in a school setting, therefore:
- I will not retrieve or send unethical, illegal, immoral, inappropriate or unacceptable information of any type.
 - If my laptop has a built-in camera function, I will ensure it is disabled while in school.
 - I will not use computer systems to disturb or harass other computer users by sending unwanted mail or by any other means.
6. The Computer and internet services provided by the Board are designed for the use of all their students and employees, therefore:
- I will not interfere with or disrupt internet users, services, traffic, or equipment.
 - I will not attempt to bypass the security built into the system, and I recognize that doing so will result in immediate loss of computer privileges.

7. It is often difficult to supervise many students at once who are using technology, therefore: if a staff member suspects a student of a breach of this technology Use Agreement (as defined by the standards) they will report their concern to school administration.
- As part of an investigation, school administration have the authority to temporarily seize and inspect (for a period not longer than 24 hours) any students personal laptop
 - As a student, I agree to allow school administration to involve their right to investigate all suspicious behaviour involving my personal laptop and the wireless network.



DISTRICT SCHOOL BOARD ONTARIO NORTH EAST

TECHNOLOGY USE AGREEMENT FOR SECONDARY SCHOOL STUDENTS

Student Name: (please print)

Parent or Guardian

Please sign below and return this page to your child's school.

The terms and conditions outlined on the previous pages should be kept for future reference.

As the parent or guardian of this student, I have read the student version of the Technology Use Standards document and reviewed it with my child. I understand that Internet access is designed for education purposes. I also recognize it is impossible for District School Board Ontario North East to restrict access to all controversial materials and I will not hold it responsible for inappropriate materials acquired by my son/daughter on the Internet. The administration or academic staff of District School Board Ontario North East may deny, revoke or suspend specific user access.

Permission

Parent or Guardian: (please print)

I hereby give permission for my child to access the Internet in the School

Parent or Guardian Signature

Date

Student

I have read and understand the Technology Use Standards and agree to follow them.

Student Signature

Date

Comments or Recommendations

TECHNOLOGY USE STANDARDS - APPENDIX 2



DISTRICT SCHOOL BOARD ONTARIO NORTH EAST

TECHNOLOGY USE STANDARDS FOR ELEMENTARY STUDENTS

The purpose of the Internet is to support research and education by providing access to extensive resources. These Technology Use Standards along with the school's Code of Behaviour provide standards to help students exercise personal discretion and responsible choice. If a student does not follow the directions of his/her teacher, the student's Internet privileges may be lost.

Code of Conduct for Users of the Network/Internet

1. Everyone will be treated with common courtesy and respect, therefore:
 - I will not use bad language of any type, including swearing, name-calling, or threats.
 - I will follow the rules of Internet etiquette.
 - I will not try to learn or use the passwords of others.
 - I will not copy, change or use files belonging to another student.
 - I will not knowingly introduce any computer virus.
 - I will not download any resources for permanent storage without permission.
 - I will not attempt to disrupt the computer network or bypass security.
2. The Internet can be a dangerous place, therefore:
 - I will not share my password with anyone else.
 - I will not tell anyone my home address, phone number, or personal information.
 - I will not agree to a personal meeting with anyone I encounter online.
 - I will not retrieve or send inappropriate information of any type.
 - If I accidentally come across anything on the Internet that I think is inappropriate, I will tell my teacher.
3. Computer programmes do not belong to me, therefore:
 - I will not make copies of software found on school computers.
 - I will not give, lend or sell copies of software to others.



DISTRICT SCHOOL BOARD ONTARIO NORTH EAST

STUDENTS

TECHNOLOGY USE AGREEMENT FOR ELEMENTARY SCHOOL

Student Name: (please print)

Parent or Guardian

Please sign below and return this page to your child's school.

The terms and conditions outlined on the previous pages should be kept for future reference.

As the parent or guardian of this student, I have read the student version of the Technology Use Standards document and reviewed it with my child. I understand that Internet access is designed for education purposes. I also recognize it is impossible for District School Board Ontario North East to restrict access to all controversial materials and I will not hold it responsible for inappropriate materials acquired by my son/daughter on the Internet. The administration or academic staff of District School Board Ontario North East may deny, revoke or suspend specific user access.

Permission

Parent or Guardian: (please print)

I hereby give permission for my child to access the Internet in the School

Parent or Guardian Signature

Date

Student

I have read and understand the Technology Use Standards and agree to follow them.

Student Signature

Date

Comments or Recommendations

PARENT FAQ SHEET RE: IPAD DISTRIBUTION TO STUDENTS

District School Board Ontario North East

The best that education has to offer

iPad distribution to DSB Ontario North East students

Parent Information FAQ

What device is DSB Ontario North East giving my child?

Each student in your child's class will receive an iPad. The iPad is enclosed in a protective case and comes with a charging adapter/USB cable. To protect the iPad, it should remain in the protective case at all times.

What does an iPad do?

An iPad is a tablet device that opens up a whole world of access for students. It can be used to interact with lesson materials, create materials and for research needs.

Do I have to pay for the device?

The iPad is a school resource, just like a textbook. Therefore, there is no cost to students or parents.

Will my child still receive textbooks, or reading books in English?

Yes, students will still use novels and textbooks at school; however, in most cases, the necessary resources for learning will be provided digitally on the iPad through apps like Showbie, iTunesU, or Google Classroom. This allows students to access classroom content anywhere they can connect to the Internet. Your child will be taught how to save information to their device, should they not have Internet access outside of school. In rare cases, there might be a textbook issued if sufficient digital resources are not available.

What software/applications are on the iPad?

An iPad comes with 'apps.' Some of these apps come pre-loaded on the device, others are provided by DSB Ontario North East. Any apps that are required for a class or learning experience will already be installed on your child's iPad.

Can my child add apps?

No; this is a Board tool for advancement of student learning. We will load all apps needed. We will pay for all the apps installed.

Will my child take this device home?

With your permission, our hope is that your child will take the device home each night so that they can extend their learning beyond the school day. It is your child's responsibility to bring their device to school each day, fully charged. Once signed in the fall, the **Student iPad Loan Policy** will allow your child to bring their iPad home each night. You will have an opportunity to sign this form when iPads are distributed.

What happens if my child's device is lost, stolen or damaged?

Being assigned a tablet involves responsibility for each student. In the event of loss, theft or damage, please contact the main office of the school letting them know what has occurred. The school will provide a temporary iPad for your child to use throughout the school day. This temporary iPad will be returned at the end of the day and secured at school. Situations like this will be dealt with on a case-by-case basis.

Can my child's device be tracked or monitored while away from school?

The iPad is automatically enrolled in a Mobile Device Management (MDM) program. This program allows us to remotely add and remove apps from the device, lock the device or wipe all material from the device if it is stolen or lost. Additionally, we are able to track the device if necessary (i.e. if the device is lost or stolen). This tracking ability is only used when the device has been lost or stolen for recovering the device and isn't a student monitoring strategy.

We don't have Internet access at home, how can my child do their homework?

While at school, it is possible for your child to save lessons, notes and homework on their iPad through the school wireless Internet. Once home, they can work on their homework without needing to be online. Additionally, these devices can connect to any wireless Internet, so it is possible for your child to access the Internet through a free hotspot at the public library, or at a local business.

If I don't allow the device to come home, how will my child be able to do any homework?

All student assignments and homework can be accessed from Showbie, iTunesU or Google Classroom. If you do not have Internet access, these assignments and homework can be printed at school for the student to work on later. Work can be completed digitally, but also using paper where necessary.

Who is monitoring what my child is doing on this device?

In school, the school staff will monitor what your child is doing on the device. The Code of Conduct Policy 2.1.6, and the Appropriate Use of Technology Policy 1.2.10, which you can find by searching www.dsb1.ca, set out standards and expectations on behaviour. Students will be held accountable for their activities on the device, just as they would be in more traditional instances. DSB Ontario North East also provides an Internet filter within its buildings to block inappropriate material from being viewed while connected to the Internet at school.

At home, it is up to the parents to monitor how the device is being used. Please remember that the device can connect to the Internet and transmit photos, video and text. It is important for you to monitor your child's online use and help them learn to regulate their use, balancing screen time with other activities.

Is the camera always turned on?

The camera is not on unless an application is making use of the camera.

Can the camera be remotely turned on?

Currently, there is no way to remotely access the camera on an iPad. Apple has created tight security to prevent unauthorized access to the camera on the device.

Additional Questions?

Communication will continue throughout the next school year. We look forward to working with you as we work at DSB Ontario North East to transform learning everywhere.

iPAD – STUDENT LOAN TERMS & AGREEMENT FOR iPADS

**DISTRICT SCHOOL BOARD ONTARIO NORTH EAST
iPAD – STUDENT LOAN TERMS & AGREEMENT**

SCHOOL: _____

SCHOOL YEAR: _____

Student Responsibility:

1. My iPad is my responsibility and I will not leave it in unsupervised areas or loan the iPad to another student.
2. I will strictly adhere to the DSB Ontario North East ***Appropriate Use of Technology Policy 1.2.10***. The regulation can be viewed at <http://DSB1.ca/boardinfo/policymanual.php>
3. I will treat the iPad appropriately and will report any mechanical or technical issues to the teacher immediately.
4. I will keep all passwords confidential. I will take all reasonable precautions to prevent others from being able to access and use them.
5. I agree to use the iPad for appropriate, legitimate and responsible communication.
6. I will not record or video tape anyone, without prior knowledge and consent of all involved, including, but not limited to, my teacher and fellow students.
7. Students will be provided a case for the iPad. It is a protective case and the iPad must remain in it at all times.

Home Use:

8. All terms and responsibilities for care and use of the iPad apply while on and off school property.
9. Students must bring the iPad to school every day. **It must be charged, and ready to use.** It is not to be left at home or anywhere else.

Risk Management for Students and Parents/Guardians:

10. In the event of damage or loss, each consequence will be on a case by case basis. DSB Ontario North East reserves the right to charge Parents/Guardians/Students for repair/replacement.
11. Parents/Guardians can explore home or other insurance to cover any future loss or damage costs.
12. Student iPads will be subject to routine monitoring by teachers, administrators and technology staff and/or Police if deemed necessary by administration. Users shall have no expectation of privacy from these groups while using DSB Ontario North East electronic resources. Teachers and/or administration may conduct an individual search of a student's iPad contents including but not limited to contents of files, music, videos, communication undertaken by way of the iPads or other related items if there is suspicion that DSB Ontario North East policies or guidelines have been violated. Students are instructed to keep personal information about themselves and others off the iPad.

General:

13. Students will leave the iPad at the school in the assigned location and at the assigned date/time for updating when required.
14. Failure to sign or adhere to the policy items noted in this document will result in the loss of board equipment.
15. The iPad and adaptor/charger are the property of DSB Ontario North East and will be returned in good working condition at the end of the school year on or before the date provided by school staff. If a student transfers to another school, the iPad and adaptor will be returned to their school one week prior to the last attended school day.
16. Students are expected to complete Digital Citizenship assignments as determined by their school administration before they are allowed to use the DSB Ontario North East iPad.

Select one option for your child:

- School and Home Use (Student will take iPad home every evening and return it to school fully charged every day).**
- School Use Only (Student will pick up iPad every morning and return at the end of the school day i.e. it will not leave the school building).**

Student Name: _____ **Grade:** _____ **Student Signature:** _____

Parent/Guardian Name: _____ **Parent/Guardian Signature:** _____

By signing above, I indicate that I accept the terms and conditions outlined above.
ONCE SIGNED, THIS FORM TO BE FILED IN STUDENT'S OSR – Documentation Folder

FORMS>SCHOOL FORMS>iPad Student Loan Terms and Agreement

TEACHER iPad USE AGREEMENT

DSB ONTARIO NORTH EAST

Teacher iPad Use Agreement

Welcome to the DSB Ontario North East iPad project! As a staff member, you will be leading and supporting student learning with your device. It is important that everyone is made aware of the parameters for the use of these devices. Please review these items and sign at the bottom of the form.

1. Professionalism is the most important principle when deciding how to use the device. The Ontario College of Teachers is an excellent resource:
<http://oct.ca/public/professional-standards>
2. **You will create a new DSB Ontario North East iTunes account attached to your DSB Ontario North East email for Board use.**
3. You are able to download apps that include games as well as use the iPad to view movies at home, **provided you use either your personal VISA or an iTunes gift card.**
 - 3.1 If teachers download apps for professional reasons, they may be reimbursed by the school provided the apps are appropriate for the educational setting (e.g. no reimbursement for games) and they have obtained the approval of the Principal. Apps purchased by the teacher for classroom use will be reimbursed once a year provided original invoices are submitted by June 30th of each year. If original invoices are not submitted by this deadline, the teacher will not be reimbursed.
 - 3.2 If teachers download personal apps or customize their iPad (e.g. screen protectors), and the iPad is serviced or replaced, the Board cannot guarantee that teachers will get the same iPad back, nor will any of their personal data/apps be put back on the iPad. Teachers are reminded to back up their data on a regular basis.
4. Each iPad issued to a teacher will have a Zagg protective cover. The Zagg is a keyboard and screen protector/cover.
5. The iPad and all data residing on it are the property of the Board. DSB Ontario North East staff may require access to the iPad at any time to perform maintenance work and/or investigation, either remotely or physically on the devices, and in those circumstances may access any data residing on the device, including personal data. There is therefore no reasonable expectation of privacy of data when using the device.

If staff require a means of processing or sending/ receiving private data they should use their own personal device.

6. If the iPad is damaged, lost or stolen, the staff member will be expected to provide a detailed incident report. The Board reserves the right to seek reimbursement for damages/loss from the staff member depending on the nature of the incident.
7. Users are bound by the **Employee Use of Social Media Policy 1.2.1**, the **Appropriate Use of Technology Policy 1.2.10** (which includes the *Technology Use Standards* document) and the **Copyright and Fair Dealing Guidelines Policy 1.2.8**. These Policies are found in DocuShare (Home>> *Board Departments*>>*Administration*> *Policies*) and on our website: <http://dsb1.ca/boardinfo/policymanual.php> .
8. Staff are reminded of the following guidelines:

Appropriate Use

- Users must respect the rights of other users by avoiding the waste of limited resources such as paper, print supplies, hard drive space, bandwidth and time.
- Users must use language appropriate to the school setting.
- Users must not access director or proxy sites that circumvent the security measures put in place by the DSB Ontario North East.

Unacceptable Use

- Users must immediately exit any site that is transmitting inappropriate or offensive material. Users must immediately report accidental access to such a site to a school administrator or manager.
- Users must not encourage the use of controlled substances, such as illegal drugs, alcohol or tobacco. Accessing sites promoting such products is considered an unacceptable use.
- Users must not access or distribute material that advocates prejudice or hatred towards any identifiable group (for example, gender, ethnic, religious, minority, etc.).
- Users must not create, access, download, transmit, store, distribute or print any files, messages or graphics that are profane, harassing, discriminatory, offensive or degrading.
- Users must not access, download, store, distribute or print any files, messages or graphics that are illegal or advocate illegal acts, facilitate unlawful activity are not consistent with the philosophy of DSB Ontario North East.
- Users must not propagate chain letters or other junk mail.

- Users must not attempt to hide, disguise or misrepresent their identity as the sender.
- Users must not cause damage to DSB Ontario North East technology (computers and/or equipment including, but not limited to, computer hardware, keyboard, monitor, mouse, cables).
- Users must not use inappropriate language in files/filenames or in email communication.
- Users must not use DSB Ontario North East technology for personal financial gain, for commercial activity or for any illegal purpose.
- All employees, contracted staff and identified volunteers of DSB Ontario North East must exclusively use the services of the Board's Information Technology (I.T.) Department to perform repairs, upgrades and maintenance including virus protection and malware removal on all Board purchased technology. Taking a piece of technology (computer, netbook or laptop, etc.) to a third party vendor or website for such services without the written permission of the Manager of Information Technology or delegate is strictly forbidden.



DSB ONTARIO NORTH EAST
Teacher iPad Use Agreement
Sign-off sheet

(please complete, detach and submit)

I have read the attached **Teacher iPad Use Agreement** and understand the parameters for the use of the iPad provided by the Board.

SCHOOL: _____

Current Assignment: _____

Staff Name: _____
(please print clearly)

iPad Serial #: _____

Staff signature: _____

Date: _____