

Public Schools Branch

OPERATIONAL POLICY

DIGITAL CITIZENSHIP AND TECHNOLOGY IN SCHOOLS	
<i>Policy Section</i> General Administration	<i>Policy Number</i> 104
<i>Pages</i> 2	<i>Approved Date</i> June 26, 2019
<i>Reviewed Date</i>	<i>Effective Date</i> June 26, 2019
<i>Replaces:</i> ESD Administrative Regulation JICJ-R - Use of Electronic Devices - April 12, 2007 WSB Policy #29 - Student Use of Cell Phones and Other Digital Devices - August 22, 2007 WSB Policy #34 - Social Networking - November 17, 2010	

1.0 DEFINITIONS

- 1.1 Digital Citizenship - Norms of responsible behaviour related to the appropriate use of technology.
- 1.2 Communication and Information Technology (CIT) - any electronic device that will store, retrieve, manipulate, transmit, or receive digital information. For greater clarity, this includes hardware, local and internet network infrastructure, an operating system, networking and application software.
- 1.3 User - Persons who are granted authorization to access Public Schools Branch Communication and Information Technology (CIT) issued or supported by the Government of Prince Edward Island (Government) or the Public Schools Branch. These may include users such as, students, staff and volunteers.

2.0 PURPOSE

- 2.1 The purpose of this policy is to ensure that
 - 2.1.1 The use of Communication and Information Technology (CIT) contributes to positive learning and working environments within the Public Schools Branch;
 - 2.1.2 Users are aware that they are accountable to use CIT in a meaningful, responsible and respectful manner; and
 - 2.1.3 Government and Public Schools Branch provided CIT will be monitored and managed appropriately and effectively.

3.0 SCOPE

- 3.1 This policy applies to
 - 3.1.1 Public Schools Branch students, employees, and any other User as defined by this policy;
 - 3.1.2 CIT issued and supported by Government and the Public Schools Branch; and
 - 3.1.3 A personal electronic device of a Public Schools Branch staff or student where the use may have a negative impact on the school climate or a Public Schools Branch workplace, in accordance with the *Education Act* and Public Schools branch policies and procedures.

4.0 POLICY STATEMENT

- 4.1 Communication and Information Technology (CIT) can create positive, supportive, and enriched learning and working opportunities in an educational setting.
- 4.2 Users have a personal responsibility to use CIT in appropriate, meaningful, safe, caring, and respectful ways in order to demonstrate positive Digital Citizenship in an educational environment.
- 4.3 The Minister's Directive on *Responsible Use of Communication and Information Technology* and the Public Schools Branch Staff Acceptable Use Agreement for Government-Provided Computer Technology sets out many of the expectations for students and staff, respectively.

5.0 PARAMETERS

- 5.1 The Public Schools Branch recognizes:
 - 5.1.1 Users must use CIT in a responsible way that enhances administration, learning, and teaching and does not adversely affect learning or the work environment;
 - 5.1.2 When using CIT students and staff expected to adhere to the expectations in the applicable legislation and Public Schools Branch policies/procedures in terms of identified responsibilities and creating and maintaining records.
 - 5.1.3 Using standard equipment, software, and processes can aid in the delivery of educational and administrative functions; and
 - 5.1.4 The requirement to work with the Public Schools Branch CIT delivery partners to help reduce cost, retain compatibility between systems, aid in efficient information management, and preserve security of systems and data.

6.0 APPENDICES

- 6.1 Minister's Directive on *Responsible Use of Communication and Information Technology*
- 6.2 Public Schools Branch Staff Acceptable Use Agreement

7.0 CROSS REFERENCES

- 7.1 Operational Policy 103 - Student Record
- 7.2 Operational Guideline 103.1 - PEI Student Record Guidelines and Supplementary Appendices
- 7.3 Operational Policy 605 - Safe and Caring Learning Environments
- 7.4 Operational Procedure 605.1 - Safe and Caring Learning Environments
- 7.5 *Education Act*
- 7.6 *Freedom of Information and Protection of Privacy Act*
- 7.7 *Archives and Records Act*

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