

<i>Rainy River District School Board</i>	SECTION 2 <i>Organization & Administration</i>
DIGITAL CITIZENSHIP	2.64
PROCEDURE	

PURPOSE

The Rainy River District School Board will provide for and monitor effective and appropriate use of technology in its commitment to fostering safe working and learning environments conducive to achievement and well-being.

RATIONALE

The Rainy River District School Board endeavours to prepare students and staff to be successful in an evolving society. Students and staff live and work in a world where people connect through technology. Therefore, it is imperative that the Board provide access to technology for business and educational purposes. It is equally imperative that technology be used safely, appropriately, effectively, and respectfully. All educators are responsible for instructing and modelling digital citizenship and responsibility for students.

GUIDELINES

1.0 Digital Citizenship

- 1.1 Digital citizenship and responsibility is an expectation in the Board's Code of Conduct and each school's Code of Conduct.
- 1.2 Users will use technology for educational and administrative purposes only. By accessing the Internet while on Rainy River District School Board property or by logging in with a Board login, users accept all terms and conditions of the Board network and Internet use, as well as the terms outlined in this procedure.
- 1.3 All users are responsible for:
 - ensuring that technology is used in accordance with Board policies and procedures;
 - complying with the school or employee Code of Conduct;
 - ensuring that technology is used to support teaching and learning in accordance with the Board's teaching and learning expectations;
 - using technology in a lawful, responsible and ethical manner consistent with the purposes for which it is provided;
 - protecting their personal network login and password - it should not be shared with anyone;
 - information stored on their own personal device or with personal online storage systems;
 - ensuring that photos, videos or images of an individual/group are not posted online/shared digitally unless consent from the individual(s), if over the age of 18, or

parental consent, for those under the age of 18, has been obtained. Photos, videos or images cannot be taken using any device unless authorized.

- 1.4 The use of personal or Board-owned technology, while on or off school property, that has a negative impact on school climate and student and staff well-being, will result in a full investigation and necessary action will be taken, where appropriate. This includes the use of technology for the purposes of accessing, creating, displaying, storing, and/or sharing
- fraudulent
 - harassing
 - sexually explicit
 - profane
 - obscene
 - intimidating
 - defamatory or
 - other inappropriate or unlawful information/materials that negatively impact school climate, student and staff well-being, and/or the Board's reputation.

All individuals who do not comply with this Procedure will be subject to appropriate consequences consistent with the appropriate Code of Conduct, progressive discipline, and Safe Schools legislation.

- 1.5 Consequences may include, but are not limited to, the following, either singularly or in combination depending on the individual circumstances:
- limitations being placed on access privileges to personal and Board technology resources
 - suspension of access privileges to personal and Board technology resources;
 - revocation of access privileges to personal and Board technology resources;
 - appropriate disciplinary measures for staff and volunteers, up to and including dismissal;
 - appropriate progressive discipline measures within the appropriate Code of Conduct and the Safe Schools Policy;
 - legal action and prosecution by the relevant authorities.

2.0 Intended Use

- 2.1 Technology is provided for educational and administrative purposes and should be used for these intended purposes only.
- 2.2 Intended use of technology does not include:
- use that violates federal or provincial laws;
 - commercial or political activities;
 - union business, unless approved by the Board;
 - use that contravenes Board Policies and/or procedures;
 - cyberbullying;
 - copying, downloading, transferring, renaming, adding or deleting information protected under copyright law;
 - use that could reasonably be expected to impair the Board's computing facilities or interfere with others' use of Board technology (e.g. viruses, spam) including the sending

of electronic “chain” mail;

- agreeing to license or download material for which a fee is charged to the Board without obtaining express written permission from the Board’s Information Technology Department staff. Purchasing of materials and services must comply with all procurement policies and procedures.

2.3 Internet access will be blocked and/or restricted, as appropriate, for staff and students to prevent access to inappropriate materials.

3.0 Security and Safety of Board Data

3.1 Staff are provided access to data in the course of their employment. Data shall be used for the purposes intended. Other uses of data are strictly prohibited.

3.2 Staff shall take reasonable precautions to ensure Board data is secure and safe at all times.

3.3 Users will not attempt to gain unauthorized access to Board technology or data nor will they attempt to disrupt, steal, distribute or destroy data.

3.4 All confidential data not held on Board-owned servers must be fully encrypted. This applies to all confidential data stored on Board and personally owned computer. Confidential Board data may only be stored on secure, Board approved, internet storage sites. Users are responsible for applying passwords to any personal device that accesses or holds Board data.

3.5 Users must comply with any security measures implemented by the Board. Users will not attempt to bypass the Board’s security.

3.6 Users are responsible for implementing virus scanning on personally owned devices that hold or access Board Technology. Execution of software not provided by the Board must be approved in advance by the Board’s Information Technology Department staff.

3.7 Remote or wireless access to Board resources is only permitted through the Board’s approved infrastructure.

4.0 Responsible Technology Resource Usage

4.1 The Board’s technology resources are shared and limited. Therefore, technology resources must be used efficiently and responsibly.

4.2 The Board reserves the right to limit any activity that consumes a high level of technology resources.

4.3 Personal materials not relevant to educational and administrative purposes will not be stored on Board servers at any time, for any reason.

4.4 With respect to information stored for the intended purposes, the Board may impose retention periods for various information classes, either temporarily or permanently.

- 4.5 A user should not download, copy or store files that exceed the user's data storage limit; users that do so will experience data loss.

5.0 Legal Compliance and Adherence to Board Policies

- 5.1 Users are expected to comply with all federal and provincial laws and regulations (e.g. *Criminal Code, Education Act, Municipal Freedom of Information and Protection of Privacy Act, Copyright Act*) and corresponding procedures. The storage of unlawful materials on Board property is strictly prohibited.
- 5.2 Board resources shall not be used in any manner to create, store, send, display or make available to others material that contravenes federal or provincial laws or regulations.

6.0 Expectation of Privacy

- 6.1 Board technology resources and all data stored on Board technology are owned and may be accessed by the Board. Data stored on Board technology, including email, electronic files, and information in computer systems, is Board property and will be reviewed, monitored and accessed by authorized individuals, as needed. Data is also subject to relevant legislation and may be accessed through Freedom of Information requests.
- 6.2 Users should not expect privacy with respect to any of their activities when using the Board's computer and/or telecommunication property, systems or services.
- 6.3 Use of passwords or account numbers by users does not create a reasonable expectation of privacy and confidentiality of information being maintained or transmitted.
- 6.4 The Board reserves the right to review, retrieve, read and disclose any files, messages or communications that are created, sent, received or stored on the Board's computer systems and/or equipment. The Board's right to review, also called monitoring, is for the purpose of ensuring the security and protection of business records, preventing unlawful and/or inappropriate conduct, and creating and maintaining a productive work environment.
- 6.5 If policy violations are discovered, this will result in an investigation and necessary action will be taken, where appropriate.
- 6.6 Information stored on personally owned devices is the responsibility of the device owner/user. However, personally owned devices which are used for creating, displaying, storing or sending inappropriate or unlawful materials that impact school climate will result in a full investigation and necessary action will be taken, where appropriate.

7.0 21st Century Learning

- 7.1 Teachers will incorporate technology into their lessons where applicable and relevant.
- 7.2 Educational online resources will be available wirelessly through the Board's networks.

When relevant to curriculum and instruction, teachers may permit the use of any personal electronic device as a classroom learning device. Students will also be able to access educational resources using their personal devices outside the classroom, in libraries, cafeterias and other common areas.

Definitions:

Technology Resources – Technology resources include, but are not limited to, computers, phones, cellular/mobile technology, servers, networks, Internet services, computer applications, data, email and collaboration tools, as well as third-party Internet services provided to the Board. Examples of third-party web services include E-Learning Ontario and online textbook providers. Shared technology resources include examples such as file storage, network bandwidth, and Internet access.

User – A user is any individual granted authorization to access technology, as defined above. Users may include students, parents, staff, volunteers, visitors, contractors, or individuals employed by service providers.

Digital citizenship is defined as the norms of responsible behaviour related to the appropriate use of technology.

Data may include but is not limited to student records, employee records, confidential assessments, and other personal information. Data may be held in more than one format such as an electronic document (e.g. Word Document) or in a system such as email or the Student Information System. All Board data is included in this Procedure.

<u>CROSS REFERENCE</u>	<u>Date Reviewed</u>	<u>LEGAL/MINISTRY OF EDUCATION REFERENCE</u>
<p>Policy 2.05 Communications and Media Relations</p> <p>Policy 2.64 Digital Citizenship</p> <p>Policy 2.80 Freedom of Information and Protection of Privacy</p> <p>Procedure 2.82 Information Security</p> <p>Policy 3.02 Progressive Discipline for Employees</p> <p>Policy 3.86 Employee Code of Conduct</p> <p>Policy 4.16 Safe Schools</p> <p>Policy 7.22 Emergency Response</p> <p>Procedure 2.62 First Class</p>	<p>September, 2014</p>	

Default Web Filtering Category Settings – Appendix A

Blocked

Adult & Mature Content - Sites that contain material of adult nature that does not necessarily contain excessive violence, sexual content, or nudity. These sites include very profane or vulgar content and sites that are not appropriate for children.

www.humorbomb.org / www.steakandcheese.com / www.punchbaby.com

Gambling - Sites where a user can place a bet or participate in a betting pool (including lotteries) online. Also includes sites that provide information, assistance, recommendations, or training on placing bets or participating in games of chance. Does not include sites that sell gambling related products or machines. Also does not include sites for offline casinos and hotels (as long as those sites do not meet one of the above requirements).

www.gambling.com / www.casino.com / www.sportsbook.com

Hacking & Proxy Avoidance - Sites providing information on illegal or questionable access to or the use of communications equipment/software, or provide information on how to bypass proxy server features or gain access to URLs in any way that bypasses the proxy server.

www.anonymizer.com / astalavista.box.sk / www.happyhacker.org / www.phreak.com

Illegal & Questionable - Sites that advocate or give advice on performing illegal acts such as service theft, evading law enforcement, fraud, burglary techniques and plagiarism. Also includes sites that provide or sell questionable educational materials, such as term papers.

www.antiessays.com / www.monkeysnatcher.com

Illegal Drugs - Sites that promote, offer, sell, supply, encourage or otherwise advocate the illegal use, cultivation, manufacture, or distribution of drugs, pharmaceuticals, intoxicating plants or chemicals and their related paraphernalia.

www.marijuana.org / www.hightimes.com

Pay to Surf - Sites that pay users in the form of cash or prizes, for clicking on or reading specific links, email, or web pages.

www.bestfreemoneyonline.com / www.limeshare.org

Pornography - Sites that contain sexually explicit material for the purpose of arousing a sexual or prurient interest.

www.playboy.com / www.whitehouse.com

Violence, Hate & Racism - Sites that depict extreme physical harm to people or property, or that advocate or provide instructions on how to cause such harm. Also includes sites that advocate, depict hostility or aggression toward, or denigrate an individual or group on the basis of race, religion, gender, nationality, ethnic origin, or other involuntary characteristics.

www.whitepower.com / www.bumfights.com / www.deathnet.com

Allowed

Education - Sites that offer educational information, distance learning and trade school information or programs.

Also includes sites that are sponsored by schools, educational facilities, faculty, or alumni groups.

www.education-world.com / www.ed.gov / www.nyu.edu

For Kids - This category includes family-safe sites that are designed specifically for children (approximately ages ten and under). This category may also be used as an exception to allow access to sites that have a primary educational or recreational focus for children but belong to other categories such as Games, Entertainment/Recreation/hobbies, Art/Culture/Heritage, etc.

Abortion - Sites that provide information or arguments in favor of or against abortion, describe abortion procedures, offer help in obtaining or avoiding abortion, or provide information on the effects, or lack thereof, of abortion.

www.gynpages.com / www.abortionfacts.com

Alcohol & Tobacco - Sites that promote or offer for the sale alcohol/tobacco products, or provide the means to create them. Also includes sites that glorify, tout, or otherwise encourage the consumption of alcohol/tobacco. Does not include sites that sell alcohol or tobacco as a subset of other products.
www.budweiser.com / www.coors.com

Arts & Entertainment - Sites that promote and provide information about motion pictures, videos, television, music and programming guides, books, comics, movie theatres, galleries, artists or reviews on entertainment.
www.imdb.com / www.eonline.com / www.moviephone.com

Auctions - Sites that support the offering and purchasing of goods between individuals. Does not include classified advertisements.
www.bidfind.com / www.ebay.com

Brokerage & Trading - Sites that provide or advertise trading of securities and management of investment assets (online or offline). Also includes insurance sites, as well as sites that offer financial investment strategies, quotes, and news
www.etrade.com / www.datek.com

Business & Economy - Sites devoted to business firms, business information, economics, marketing, business management and entrepreneurship. This does not include sites that perform services that are defined in another category (such as Information Technology companies, or companies that sell travel services).
www.ge.com / www.sunbeam.com

Chat & Instant Messaging - Sites that provide chat or instant messaging capabilities or client downloads.
www.web.icq.com/icqchat / www.aim.com / www.messenger.msn.com

Computers & Internet - Sites that sponsor or provide information on computers, technology, the Internet and technology-related organizations and companies.
www.dell.com / www.microsoft.com / www.javaworld.com

Cult & Occult - Sites that promote or offer methods, means of instruction, or other resources to affect or influence real events through the use of spells, curses, magic powers or supernatural beings.
www.phlums.com / www.terrificator.com

Cultural Institutions - Sites sponsored by cultural institutions, or provide information about museums, galleries, theatres (not movie theaters). Includes groups such as 4H and the Boy Scouts of America.
www.childmuseum.org / www.scouting.org / www.4h.org

Education - Sites that offer educational information, distance learning and trade school information or programs. Also includes sites that are sponsored by schools, educational facilities, faculty, or alumni groups.
www.education-world.com / www.ed.gov / www.nyu.edu

Email - Sites offering web-based email services, such as online email reading, e-cards, and mailing list services.
www.email.com / www.hotmail.com

Financial Services - Sites that provide or advertise banking services (online or offline) or other types of financial information, such as loans. Does not include sites that offer market information, brokerage or trading services.
www.americafirst.com / www.paypay.com

For Kids - Sites designed specifically for children.
www.yahooligans.com / www.kidsites.com / www.panwapa.com

Games - Sites that provide information and support game playing or downloading, video games, computer games, electronic games, tips, and advice on games or how to obtain cheat codes. Also includes sites dedicated to selling board games as well as journals and magazines dedicated to game playing. Includes sites that support or host online sweepstakes and giveaways.
www.nintendo.com / www.gamespot.com / www.gamesdomain.com

Gay & Lesbian - Sites that provide information, promote, or cater to gay and lesbian lifestyles. Does not include sites that are sexually oriented.
www.gay.com / www.waf.org

Government & Legal - Sites sponsored by or which provide information on government, government agencies and government services such as taxation and emergency services. Also includes sites that discuss or explain laws of various governmental entities.

www.whitehouse.gov / www.federalreserve.gov

Health - Sites that provide advice and information on general health such as fitness and well-being, personal health or medical services, drugs, alternative and complimentary therapies, medical information about ailments, dentistry, optometry, general psychiatry, self-help, and support organizations dedicated to a disease or condition.

www.cvs.com / www.webmd.com

Humor & Jokes - Sites that provide information on or promote vehicles, boats, or aircraft, including sites that support online purchase of vehicles or parts.

www.ahajokes.com / www.comedycentral.com / www.the-jokes.com

Intimate Apparel & Swimsuits - Sites that contain images or offer the sale of swimsuits or intimate apparel or other types of suggestive clothing. Does not include sites selling undergarments as a subsection of other products offered.

www.victoriasecret.com / www.fredericks.com

Job Search & Careers - Sites that provide assistance in finding employment, and tools for locating prospective employers.

www.hotjobs.com / www.flipdog.com / www.monster.com

Military - Sites that promote or provide information on military branches or armed services. www.army.mil /

www.navy.mil / www.af.mil

News & Media - Sites that primarily report information or comments on current events or contemporary issues of the day. Also includes radio stations and magazines. Does not include sites that can be rated in other categories.

www.cnn.com / www.foxnews.com / www.msnbc.com

Newsgroups - Sites that offer access to Usenet news groups or other messaging or bulletin board systems.

www.newsville.com/news/group

Nudity - Sites containing nude or seminude depictions of the human body. These depictions are not necessarily sexual in intent or effect, but may include sites containing nude paintings or photo galleries of artistic nature. This category also includes nudist or naturist sites that contain pictures of nude individuals.

www.danheller.com / www.bodyscapes.com / www.nudistnews.com

Personals & Dating - Sites that promote interpersonal relationships.

www.singlelinks.com / www.lovesites.com

Political & Activist Groups - Sites sponsored by or which provide information on political parties, special interest groups, or any organization that promotes change or reform in public policy, public opinion, social practice, or economic activities.

www.texasgop.org / www.aclu.org / www.rnc.org / www.dnc.org

Real Estate - Sites that provide information on renting, buying, or selling real estate or properties.

www.century21.com / www.realtor.com / www.hud.org

Reference - Sites containing personal, professional, or educational reference, including online dictionaries, maps, census, almanacs, library catalogues, genealogy-related sites and scientific information.

www.dictionary.com / www.encyclopedia.com / www.familysearch.org

Religion - Sites that promote and provide information on conventional or unconventional religious or quasi-religious subjects, as well as churches, synagogues, other houses of worship. Does not include sites containing witchcraft (Cult/Occult) or atheist beliefs.

www.catholic.net / www.gospel.com / www.lds.org

Restaurants, Dining & Food - Sites that list, review, discuss, advertise and promote food, catering, dining services, cooking and recipes.

www.foodtv.com / www.zagats.com

Search Engines & Portals - Sites that support searching the Internet, indices, and directories.

www.google.com / www.yahoo.com

Sex Education - Sites that provide graphic information (sometimes graphic) on reproduction, sexual development, safe sex practices, sexuality, birth control, and sexual development. Also includes sites that offer tips for better sex as well as products used for sexual enhancement.

www.scarleteen.com / www.viagra.com / www.sexed.com / www.sexuality.org

Shopping - Sites that provide or advertise the means to obtain goods or services. Does not include sites that can be classified in other categories (such as vehicles or weapons).

www.macys.com / www.target.com

Software Downloads - Sites that are dedicated to the electronic download of software packages, whether for payment or at no charge.

www.download.com / www.tucows.com

Sports, Recreation & Hobbies - Sites that promote or provides information about spectator sports, recreational activities, or hobbies. Includes sites that discuss or promote camping, gardening, and collecting.

www.espn.com / www.nba.com / www.snoweb.com

Streaming Media & MP3 - Sites that sell, deliver, or stream music or video content in any format, including sites that provide downloads for such viewers.

www.mp3.com / www.windowsmedia.com / www.musiccity.com

Travel - Sites that promote or provide opportunity for travel planning, including finding and making travel reservations, vehicle rentals, descriptions of travel destinations, or promotions for hotels or casinos.

www.travelocity.com / www.luxor.com / www.orbitz.com / www.hertz.com

Vehicles - Sites that provide information on or promote vehicles, boats, or aircraft, including sites that support online purchase of vehicles or parts.

www.autotrader.com / www.boattrader.com

Weapons - Sites that sell, review, or describe weapons such as guns, knives or martial arts devices, or provide information on their use, accessories, or other modifications. Does not include sites that promote collecting weapons, or groups that either support or oppose weapons use.

www.browning.com / www.winchester.com

Web Advertising - Sites that provide online advertisements or banners. These sites will always be allowed. Does not include advertising servers that serve adult-oriented advertisements.

www.adblade.com / www.netvert.biz

Web Communications - Sites that allow or offer Web-based communication via e-mail, chat, instant messaging, message boards, etc.

www.loveisblonde.com / www.lostmyhead.org

Web Hosting - Sites of organizations that provide top-level domain pages, as well as web communities or hosting services.

www.startlogic.com / www.bluehost.com / www.ixwebhosting.com

Not Rated - Sites that cannot or have not been rated into a category.

Internet Service Restrictions – Appendix B

Restrictions

YouTube – On the corporate network students are limited to 10% of our total bandwidth and traffic is prioritized.

Netflix – Blocked due to bandwidth requirements and violation of end user license agreement.

Wireless – All wireless devices connected to the Rainy River District’s non-corporate network are only allowed basic web services and e-mail. All other traffic is blocked. The non-corporate wireless bandwidth is delivered at best effort after the corporate network.

E-mail – incoming and outgoing messages are scanned for viruses, malware and real time blocking lists are employed to deter spam.

All incoming non-encrypted internet traffic is scanned for viruses and malicious software.

Traffic identified as business critical is given high priority in bandwidth.
