



# Northeastern Catholic District School Board

## RESPONSIBLE USE OF INFORMATION AND COMMUNICATION TECHNOLOGY

**Policy Number: I-2**

**Authority: 99-106/05-183/11-186/19-42/22-22**

### POLICY STATEMENT

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The Northeastern Catholic District School Board (NCDSB) is committed to providing its students, staff, and Trustees with access to computer networks and the internet to enhance and broaden opportunities to learn, teach, and lead. The NCDSB believes that technology can contribute to effective instruction and learning if used appropriately. The NCDSB recognizes the impact of information technology on society and is committed to helping all learners develop the skills and understanding needed to use technology ethically to promote values consistent with Catholic teachings and the Catholic Graduate Expectations.

### REFERENCES

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Effective Use of Technology (Ontario College of Teachers)

*Municipal Freedom of Information and Protection of Privacy Act*

NCDSB Policy

E-29 Borrowing of Board Owned Equipment and Technology

I-5 Website and Social Media

NCDSB Administrative Procedures

API 001 Responsible Use of Information and Communication Technology

### DEFINITIONS

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#### **Information and Communication Technology (ICT)**

Includes use of hardware networks (computers, mobile devices, telephony, etc.) and related equipment as well as the use of information systems and applications such as computer software, electronic mail, web pages, cloud-based applications and the internet, whether used within the Board or in a way that has a connection to the Board.

#### **Personal Network Device**

A device, owned by a user, which has the capability to connect to a computer network, either through a network wire or using a radio designed to connect to a wireless computer network. Examples include: laptops, net books, portable game devices, and cellular telephones.

#### **Users**

Any person (employee, student, trustee, visitor) who uses the Northeastern Catholic District School Board's ICT systems and services.

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## **POLICY REGULATIONS**

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### **1.0 GENERAL PROVISIONS**

- 1.1 The scope of this policy and attendant administrative procedures applies to employees, students, parents, Trustees, Catholic School Council members, volunteers, contractors, external consultants and personnel affiliated with third parties under contract by the Board who use the Board's technology and/or equipment.
- 1.2 Users shall use only those computing and information technology resources for which they have authorization.
- 1.3 Users shall use computing and information communication technology resources only for their intended purpose.
- 1.4 Users shall abide by applicable laws and NCDSB policies and respect the copyrights and intellectual property rights of others, including the legal use of copyrighted software.
- 1.5 Users must respect all pertinent legislation, regulations, policies, and guidelines in force.
- 1.6 Users shall respect the privacy and personal rights of others.
- 1.7 A breach of any terms and conditions may result in a cancellation of related communication and information technology privileges and further disciplinary action.
- 1.8 Administrative procedures will detail a broad scope of issues relating to Information and Communication Technology and will be reviewed and revised regularly.

### **2.0 STUDENTS**

- 2.1 All student users of the Board shall sign an agreement to abide by this policy and its attendant administrative procedures.

### **3.0 STAFF**

- 3.1 Staff will promote and encourage responsible use of the Board's information and communication technology and access to the internet/intranet throughout the curriculum, and shall provide guidance, support, and instruction to students with respect to responsible use.
- 3.2 Staff will supervise and monitor student access to the internet.

3.3 Staff will acknowledge their understanding of responsible use provisions annually, in accordance with related policies and procedures of the Board.

#### **4.0 TRUSTEES**

4.1 Trustees will adhere to the provisions of responsible use and the attendant procedures.

#### **5.0 CREDENTIALS**

5.1 All NCDSB users will be assigned personal user credentials to access systems as required.

5.2 Under no circumstances are personal user credentials, including usernames and passwords, to be shared with any other individual.

#### **6.0 PERSONAL NETWORK DEVICES**

6.1 The NCDSB will provide network access to personal network devices to further the education goals of the Board.

6.2 Controls and processes will be used and refined by the Board as necessary to protect the integrity of other connected devices.

6.3 Users shall make every effort to ensure that a personal network device is configured properly using the most up to date versions of software, firmware, and antivirus.