

Purpose/Background

Computer technologies, networks and social media are valuable educational tools when used legally, responsibly and ethically. The purpose of these procedures is to foster the responsible, independent use of technologies, networks, and social media by employees, trustees, students, parents and/or guardians, guests, volunteers, service providers and visitors.

Rocky View Schools utilizes a suite of hardware and software products that are tightly integrated into our educational pedagogy. We refer to this as the Rocky View Schools - Digital Education Suite (“RVS-DES”).

The RVS-DES includes the use of hardware devices such as iPads, Chromebooks, Macbooks and Microsoft Windows PCs. It also includes processing of personal data for the creation of user accounts for RVS services such as Wi-Fi access, collaborative services including Managed Apple IDs, G-Suite for Education (Google Apps) and Microsoft O365 as well as instructional tools like Moodle and myBlueprint.

To fully access the RVS-DES, personal data related to students is used to automatically configure user accounts upon being registered as an RVS student. For students in their legal custody, parents and guardians have the right to withdraw consent for the use of this personal data with regards to RVS-DES. In this scenario, other mechanisms will be used to provide equivalent instruction to these students without the use of RVS-DES.

Responsible use of digital technologies requires that users both **protect** and **respect**:

- personal and confidential information,
- the integrity and investment of RVS’ Information Technology Resources (software, hardware, internet, and network),
- students, staff, the community, and the reputation of the Division and
- Federal and provincial laws and regulations.

Procedures

1. Conditions of Access

- 1.1 Stipulations regarding the specifics of RVS Terms of Service (“ToS”) will be posted on all RVS public websites under the heading “Terms of Service.”
- 1.2 Trustees and employees accept responsibility for complying with this procedure and the ToS as a condition of employment.
- 1.3 Students, parents and/or guardians accept responsibility for complying with this procedure and the ToS as a condition of registration within an RVS school or program.

- 1.4 The use of RVS services and arrangements by public users or service providers shall constitute their acceptance of this procedure and the ToS based upon the public display of RVS Terms of Service on corporate websites.
- 1.5 RVS reserves the right to modify the ToS at any time, without prior notice to users. Notification of these changes having been made will be placed on RVS' corporate website for public access. The use of RVS' services and websites following such modification(s) to the ToS shall constitute the user's acceptance of the modified ToS. Any user that does not agree to accept the modified ToS must immediately stop using the services or arrangements provided by RVS or underlying providers.
- 1.6 Upon submission of registration for students; or signature of the Responsible Use of Technology Agreement form (AF140) for employees, trustees, parents and/or guardians, guests, volunteers, service providers and visitors; users are granted permission to access RVS-DES Services through the Technology for Learning Branch.
- 1.7 Users will not use @rockyview.ab.ca or @rvschools.ab.ca email addresses to sign up for any online site not authorized by RVS.
- 1.8 Users do not have a personal privacy right to and no expectation of privacy will be asserted regarding digital information created, received, stored in, or sent from the RVS network/email system. RVS reserves the right to access, audit and monitor digital information created, received, stored in, or sent from the RVS network/email system without notice or warning and without any reasonable or probable cause to believe there has been any misuse. RVS reserves the right to access, audit, monitor, suspend and/or deny the use of all supplied IT resources without prior notice to the user, to maintain the integrity of the system and to ensure responsible use.
- 1.9 Inappropriate use may result in disciplinary or legal action which may include closing or suspending account access. The Superintendent or designate, in conjunction with system administrators, will determine if use is appropriate. Their decision is final. Serious offences may be referred to the RCMP for investigation and possible criminal charges may ensue.

2. Protecting Information: Accounts and Passwords

- 2.1 Passwords are an important aspect of information security; all users must keep their password confidential and not share their password with any other person.
- 2.2 Users must not leave their password account open or unattended at any computer system. Passwords/keys must follow the guidelines below. If an account or password compromise is suspected, users must report the incident to RVS' Service Desk.
- 2.3 All passwords (e.g., Outlook, web, desktop computer, PowerSchool, Dossier etc.) must be changed yearly unless the service is connected to Two Factor Authentication.

2.4 Passwords must not be written down or stored online without encryption. Users must decline “Remember Password” features in browsers or email programs.

2.5 Passwords must conform to the guidelines described below:

- Minimum of one lower case character
- Minimum of one upper case character
- Minimum of one number
- Minimum of one “Special” character (e.g. @#\$%^&*()_+|~-=\`{}[]:”;’<>/ etc.)
- Minimum password length is eight characters and the maximum is 14 characters.

2.6 The Division may occasionally require new registration and account information from users to continue network services.

3. Respecting Each Other, the System and Federal and Provincial Laws and Regulations

3.1 RVS takes seriously and will take action for any of the violations noted in the ToS and Privacy Policy. This includes attaching unauthorized devices to the Division network.

3.2 The Division invests considerable financial and human resources in technology to advance its educational and business aims. Each user is responsible for helping to protect this resource.

3.3 All users are responsible for reporting violations of the ToS, Privacy Policies, and laws.

4. Respecting Staff-Student Relationships Online

4.1 Ethical standards for the teaching profession apply at all times, whether in a traditional school environment or an online environment. Please Reference AP404 - Employee Code of Conduct and AP143 - Teachers’ Digital Presence.

4.2 Online correspondence between staff and students must relate to course work, or school sanctioned clubs/activities.

4.3 Principal(s) must approve school-based electronic social media groups that will be supervised and monitored by a teacher from each participating school.

4.4 Principals must ensure that all school-sanctioned electronic social media groups have at least two administrators with administrative privileges.

4.5 Division staff must not initiate or accept electronic “friend” invitations from students unless the networking is part of an existing school course or school club structure and at least one other staff member has administrative access to the electronic social media group.

5. Protecting the Division's Identity and Reputation in Social Media

- 5.1 Users must have written permission from a principal or supervisor to use an electronic social media site to represent a school, school council executive, department, or the Division.
- 5.2 A user granted permission to represent a school, school council, department, or Division on a social media site must identify themselves by name as an employee of the Division or school council executive. Postings must not espouse or support any position, opinion, or statement contrary to Division policies and procedures.
- 5.3 A user granted such permission, must email the Director of Communications for access to the appropriate Rocky View Schools and/or Division logo and follow directions for its use.
- 5.4 RVS staff must have permission from their school administration prior to setting up social media accounts. The school Principal or Assistant Principal must be one of the two account administrators and manage the page, including removing defamatory or inappropriate remarks.

6. Protecting Privacy

- 6.1 Users must ensure all sites and postings comply with Alberta's *Freedom of Information and Protection of Privacy Act* (FOIP).
- 6.2 Installation and use of cameras in RVS facilities must be approved by the Associate Superintendent of Business and Operations and follow AP181 - Electronic Surveillance. Unauthorized installation and/or unauthorized use of cameras or recording devices is strictly prohibited.
- 6.3 Personal or confidential information including images, personnel records, recordings, work, or multimedia cannot be released without first obtaining written consent from the individual (or parent/guardian for minors) or the School Division in accordance with Administrative Procedure AP144. Consent must be obtained in accordance with AP144 and corresponding consent forms.
- 6.4 Users of portable technologies (cell phones, memory sticks, laptops, etc.) must ensure sensitive or confidential information is encrypted.
- 6.5 Information no longer required on portable technology is to be transferred immediately to more secure electronic storage.
- 6.6 Consent must be obtained to send commercial emails, unrelated to the education of the student or the employment of the staff member. Re-occurring newsletters or promotional e-mails not required for the education of the student or employment of the staff member must provide the ability for users, and instruction for them on how to unsubscribe.
- 6.7 All related forms collecting personal information must include a FOIP Disclaimer (AP182 - Protection of Privacy, Appendix A)

7. Warranties

7.1 The Division makes no warranties of any kind, expressed or implied, for the service it is providing. The Division will not be responsible for any damages. Without limiting the generality of the foregoing, this includes loss of data resulting from delays, non-deliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained from the District network is at the user's own risk. The Division specifically denies any responsibility for the accuracy or quality of information obtained through this service.

References:

- AP404 - Employee Code of Conduct
- AP143 - Teachers' Digital Presence
- AP181 - Electronic Surveillance
- AP182 - Protection of Privacy
- RVS AF140-A Responsible Use of Technology Agreement - Student
- RVS AF140-B Responsible Use of Technology Agreement - Employee
- RVS AF140-C Responsible Use of Technology Agreement – Guest Account/Student Teachers
- RVS AF140-D Technology Access Request
- RVS AF140-E Security Incident Response
- RVS AF140-F Network Login and Google RVS Email Student Name Change
- RVS AF140-G Email Access Authorization
- RVS AF140-H Mobile Technology Device Loan and Use Agreement
- RVS AF144-A Consent for Public Use of Student Images/Work
- Section 31, 32, 33, 52, 53, 196, 197, 222 Education Act
- Freedom of Information and Protection of Privacy Act
- Canada Anti-Spam Act
- Canadian Criminal Code
- Copyright Act
- I.T.I.L. Standards, Alberta Education
- ATA Code of Professional Conduct
- [RVS Terms of Service](#)
- [RVS Privacy Policy](#)