

BUSINESS AND BOARD ADMINISTRATION	3000
INFORMATION/COMMUNICATION TECHNOLOGY USE PROCEDURES	3096

1. Policy

It is the policy of Lakehead District School Board (LDSB) to recognize the use of information and communication technologies as productivity enhancement tools by LDSB students and employees in support of teaching and learning and LDSB related business activities.

2. Definitions

2.1 Technology

Technology resources include, but are not limited to, computers, mobile devices, servers, networks, Internet services, computer applications, data, email, and collaboration tools. These resources include both LDSB-owned devices as well as personal mobile devices.

2.2 User

A user is any individual granted authorization to access LDSB technology. User may include students, parents/guardians, employees, volunteers, visitors, contractors, or individuals employed by service providers.

2.3 Cyber-bullying

Cyber-bullying is the repeated use of email, cell phones, social media, text, internet, and websites to threaten, harass, embarrass, socially exclude, or damage reputations or friendships. Cyber-bullying includes:

- creating a web page or blog in which the creator assumes the identity of another person;
 - impersonating another person as the author of content or messages posted on the Internet; and
 - communicating negative material electronically to more than one individual or posting negative material on a website that may be accessed by one or more individuals.
- (Policy/Program Memorandum No. 144 released by Ministry of Education, December 5, 2012)

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3. Guiding Principle #1

Supporting Learning

Information technology presents an opportunity for students and teachers to enable authentic learning experiences that interact with the global community and encourage students to be lifelong learners.

Lakehead District School Board technology is provided for educational and administrative purposes; technology should be used for these intended purposes. Users should use technology resources responsibly and not waste resources. Users should also respect the need of others to work in an environment that is conducive to teaching and learning, including by ensuring that personal mobile devices are only used during instructional time for educational purposes, or for medical needs or to support special education needs.

3.1 Prohibited uses of LDSB technology include, but are not limited to:

personal use that is not occasional or interferes with productivity;

use that violates federal or provincial laws;

use for commercial or political party purposes;

use that contravenes LDSB or school policies or procedures;

theft of resources including electronic data theft;

attempts to circumvent any measures that LDSB may take to restrict access and protect data;

unauthorized access, alteration, destruction, removal and/or disclosure of data; this includes LDSB email addresses, distribution lists and user account information;

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use that could reasonably be expected to impair computing facilities or
LDSB technology (e.g., knowingly transmitting a virus or
spam); and

agreeing to license or download material for which a fee is charged to LDSB without

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9. Failure to Comply

Individuals who do not comply with this policy will be subject to appropriate consequences in