



**386 - EMPLOYEE USE OF ~~ELECTRONIC AND SOCIAL MEDIA~~
~~COMMUNICATION NETWORK SERVICES AND~~
DIGITAL TECHNOLOGIES**

Introduction

The Board of Education *in Central Okanagan Public Schools* recognizes the benefits of employee access to ~~electronic and social media communication~~ network services and digital technologies; however, the Board is also aware of the risks involved.

This policy is intended to provide a wide range of access to ~~electronic communications systems~~ network services and digital technologies for the purpose of supporting the goals, objectives, and activities as prescribed by the Ministry of Education and the School District.

"Digital literacy and citizenship is an important skill to have in today's technology based world. The BC Ministry of Education defines digital literacy as the interest, attitude, and ability of individuals to appropriately use digital technology and communication tools to access, manage, integrate, analyze, and evaluate information, construct new knowledge, create, and communicate with others". – B.C. Ministry of Education

<https://www2.gov.bc.ca/gov/content/education-training/k-12/teach/teaching-tools/digital-literacy>

~~While the intent of the Board is to enhance educational opportunities for staff, students, and parents, the Board also remains committed to responsible digital citizenship and to minimizing the risks associated with the use of electronic communications systems and access to social media.~~ *Use of technologies and digital citizenship is a shared responsibility between students, parents/guardians, educators, schools, districts, and governments. Given the dynamic nature of digital technology, all groups work together to reduce the risks posed by Internet usage and promote positive digital citizenship practices.*

Definitions

Digital Citizenship

Digital citizenship is defined as appropriate, responsible behaviour with regard to technology use.

Digital Footprint

~~A digital footprint is the data trace or trail left by someone's activity in a digital environment.~~



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Digital Learning

Digital learning is any type of learning that uses technology. It can happen across all curriculum learning areas.

Digital Technologies

Digital technologies are electronic tools, systems, devices and resources that generate, store or process data. Well known examples include laptops, tablets, and smartphones, as well as social media, online applications, and multimedia.

Educational Purposes

Educational purposes are those purposes which directly support student learning as outlined in the prescribed learning outcomes mandated by the Ministry of Education.

Electronic Communications Systems

Electronic communications systems include all electronic devices and related processes used for the purposes of transmitting, retrieving and storing of voice, data, or graphic images. These devices include but are not limited to computers, servers, local area networks, intranets, the Internet, electronic mail systems, online conferences, chats, blogs, videoconferences, cell phones, digital cameras, video cameras, fax machines, electronic tablets and handheld devices.

Social Media

Social media is the use of web-based and mobile technologies to turn communication into interactive dialogue.

Network Services

Network services includes data storage, communication tools, and various productivity applications.

Policy

Responsibilities of the Employee Responsible Employee Use of Network Services and Digital Technologies

In accessing ~~electronic communications systems and social media applications~~ District network services and digital technologies, it is expected that employees will:

1. Sign the Employee Network and Account Agreement, on an annual basis, in order to gain access to and use of the District's ~~electronic communications systems~~ network services and digital technologies, and understand that compliance is a condition of access.
2. Demonstrate digital citizenship and act responsibly when accessing the school computer networks, District networks and the Internet, both during and outside of



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school hours, by conducting all related activities in a responsible, ethical, legal and respectful manner in accordance with professional codes of ethics and standards and the Employee Network ~~and Account~~ Agreement.

3. Advocate and model digital etiquette, responsible social interactions, and safe and ethical use of electronic and social media communication, including respect for copyright, intellectual property and the appropriate documentation of sources.
4. Practice safe online behaviour and report any inappropriate ~~communication use of network services and /or digital technologies~~ *(e.g. distribution of information harmful to others or information regarding a potentially dangerous situation that may threaten the safety of others)*.
5. Understand the importance of privacy and security and take all reasonable precautions when accessing network services and digital technologies.
6. Protect access to their individual network accounts by the use of a private, personal password, ensure that their personal password is not shared, and agree not to use the password of any other individual.
7. Protect the privacy of others (e.g. students, staff, parents and community members), and be in compliance with Freedom of Information and Protection of Privacy legislation.
8. Ensure that personal use of electronic communications systems neither interferes with, nor distracts from, the duties and responsibilities of the employee.

Consequences

Use of ~~electronic and social media communication~~ network services and digital technologies which violates the terms outlined in policy or the Employee Network ~~and Account~~ Agreement may result in serious consequences, including suspension or termination of employment, and/or police intervention. Please refer to “Respectful Workplace” Policy No. 351 and 351R (*Regulations*).