

Policy: R

to foster a culture of attentiveness, active participation, and respectful interaction among students and teachers. This aligns with our commitment to prioritizing educational excellence and ensuring the well-being of our students.

Early/Middle Years (Grades K-8)

Students are not permitted to bring a personal device to school. These grades are considered Cell Phone

Free learning environments. If a student requires the use of a personal device for notification to

administer medication or additional health related concerns an accommodation can be provided by the

School principal or

adding expectations. A

High School (Grades 9-12)

RG

All grade 9-12 students must follow the above expectations outlined in the

Use related to instructional, administrative, and other support activities considered consistent with the mission of the Division

## **Employee Supervision of Student Network Use**

While in the classroom environment, teachers are responsible for supervising their students while on the internet. If “free time” is provided to students while using the internet, students must be provided with the educational purpose for the use of the internet during their free time.

## **Security Training**

ICT Services will provide all staff with Online Security training over the course of the school year. All staff within HSD have the responsibility to protect and maintain the security of all staff and student data. Security Training is a key component in the protection and security of data.

## **Sanctions**

In the event that an employee willfully violates any of the above policy as it pertains to the Use of HSD Information Technologies and Employee Responsibilities, may result in a loss of access privileges and, in turn, may necessitate disciplinary action. Any misuse or illegal activities will result in temporary or permanent cancellation of privileges, disciplinary action up to and including dismissal. If a violation of law has occurred, contact with law enforcement authorities will be made.

**All staff will sign the Policy Compliance Certification document upon hire, which includes the Employee Responsible Use of Divisional Telecommunication and Network Services Agreement.**

## **Use of Information Technologies & Student Responsibilities**

### **Background**

Hanover School Division offers employees, students and other authorized users (as determined by ICT Services, and school and department administrators) access to a variety of information technology resources, including computer workstations, local area networks, a wide area network, and the Internet.

Electronic research skills are fundamental to the preparation of citizens and future employees. HSD expects that staff will blend thoughtful use of such information throughout the curriculum and that staff will provide guidance and instruction to students in the appropriate use of such resources.

Students are responsible for appropriate behaviour on school computer networks just as they are in a classroom or a school hallway. Communication on the network is often public in nature. General school rules for behaviour and communications apply. The network is provided for students to enhance learning and communicate with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner.

### **Supervision**

Grades K-8: Students are supervised by a teacher while accessing the internet.

Grade 9-12: Students must adhere to HSD Respectful Use Policies (RUPA) while using digital devices, both personal and school-provided, on campus. Students may use devices unsupervised, but network privileges may be revoked if they violate HSD policies.

### **General Use Guidelines of HSD Network and Email**

Students are responsible for appropriate behaviour on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behaviour and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege - not a right. Access entails responsibility.

Individual users of the Division computer networks are responsible for their behaviour and communications over those

Network storage  
communications to  
expect that files stored on

Within reason, freedom of speech  
students will guide them toward appropriate  
guidance as they exercise with information  
offensive media.

HSD is committed to educating responsible  
others.

**Students who come across any information  
immediately inform a teacher or other**

When using HSD technology  
ade  
an  
Tate  
privacy is  
not share their  
use technology t

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be aware that some materials accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make content-filtered Internet access available to further educational goals and objectives, students may find ways to access other materials as well. The benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, outweigh any disadvantages, but ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Hanover School Division supports and respects each family's right to decide whether or not they approve of providing access to the internet for their child.

Date Policy Created	August 21, 2007
Date of last Review:	June 27, 2024
Reference(s):	Policy JFA - Student Discipline
Related Forms:	