
102 General AP – Use of Technology

Technology provides staff, students and the community with ways to enhance teaching and learning.

The Division supports the use of the Division’s computer technology and networks for the purpose of enhancing and supporting teaching and learning by facilitating global communications, the exchange of information, resource sharing, innovation and collaboration consistent with the vision and mission of the Division.

Definition

For the purposes of this administrative guideline, the term “network” shall refer to the physical infrastructure as well as all other devices (hubs, switches, routers, printers, servers, backup devices, etc.) connected to it.

Guidelines

Use of computer technology and networks:

1. Purposeful use of computer technology and networks:
 - 1.1 Students will have access to and use technology to enhance learning if authorized by parents, as determined by the Division.
 - 1.2 Employees will have access to and use technology to optimally support work functions as determined by the Division.
 - 1.3 Division schools and departments will use appropriate technology to enhance planning, communication, financial management, and the flow of information.
2. Division technology must be used in ways that are consistent with the following principles.
 - 2.1 **Privacy and Personal Safety**
Privacy and safety will be considered in the design and implementation of Division technology. Employees and students will be aware of risks associated with its use.
 - 2.2 **Security of Systems and Information**
Individuals using division technology will protect the security and integrity of data and information stored on division or school computer systems.

Procedures

1. At the discretion of Division personnel students will be given access to division technology for educational purposes that include:
 - 1.1 Achieving the learner outcomes of the Alberta program of studies.
 - 1.2 Participating in school learning activities.

102 General AP – Use of Technology

2. Students who deliberately use division technology inappropriately will be subject to some or all of the following:
 - 2.1 Loss of computer and network privileges.
 - 2.2 Suspension
 - 2.3 Legal action.

3. Staff will be given access to division technology for education purposes that include:
 - 3.1 Communication.
 - 3.2 Information acquisition.
 - 3.3 Information management.
 - 3.4 Professional development and training.

4. Staff who deliberately use division technology inappropriately will be subject to disciplinary or legal action, which may include termination of employment.

5. All users will be responsible and accountable for their use of division technology as indicated in Division policies and procedures.

6. Principals will request that students and their parents or guardians sign an appropriate use agreement that confirms their understanding of school and division guidelines and procedures.

7. The Division will ensure the privacy of employees' files and emails within the limits of reasonable security procedures.

8. The Division assumes no responsibility or liability if documents stored on division equipment are lost or damaged, nor will the Division be responsible for security violations beyond the appropriate response to those persons involved in such violations.

9. The division assumes no responsibility or liability for loss or damage to personal electronic devices.

10. Use of Division email, search history, site access and employee and/or student information systems access may be reviewed by a designated employee with the written permission of the Superintendent.

11. Student use of technology may be monitored by a system during school hours that alerts Division or school officials to searches that indicate a safety concern.

12. **Unacceptable use of the network includes but is not limited to:**
 - 12.1 Using the network for any illegal activity.
 - 12.2 Using the network in ways which violate school policies and behavior standards.

102 General AP – Use of Technology

- 12.3 Degrading or disrupting equipment or system performance.
- 12.4 Invading the privacy of other individuals by accessing and/or vandalizing their electronic data.
- 12.5 Wasting technology resources, including bandwidth, file space, and printers.
- 12.6 Gaining unauthorized access to resources or entities.
- 12.7 Using an account owned by another user with or without his/her permission.
- 12.8 Posting personal communication without the author's consent.

13. Network Directives:

- 13.1 Be polite.
- 13.2 Use appropriate language.
- 13.3 Keep all personal information and passwords private.
- 13.4 Follow all copyright laws
- 13.5 If you see a security problem on the network, report it to an administrator.

Approved: June 2014

Updated: *Reagan Weeks*
October 27, 2025