	Administrative Procedure **Acceptable Use of Technology Policy**	
	Department:	**School Operations**
	Approved by:	**Leadership Council**
	Date Approved:	**September 9, 2024**
	Revision Date(s):	**September 9, 2024**
	Review Date:	
	External References • *The Education Act, 1995* • Ministry of Education Personal Electronic Devices: Responsible Use in Schools Policy, 2024 • Ministry of Education Digital Citizenship in Saskatchewan Schools, 2015	
	Internal References • Appendix A – Use of Personal Electronic Device • Student Use of Technology Devices at Home (Student Parent Guardian Checklist) • Student Code of Conduct AP	

Purpose

- This administrative procedure establishes guidelines and expectations for the responsible use of technology resources by everyone, including staff and students at Saskatchewan Distance Learning Centre (Sask DLC).

Scope

- This procedure applies to all individuals associated with Sask DLC, including students, staff, practicum students, parents, guardians, contractors and community members. It covers the use of all Sask DLC technology resources and the use of personal electronic devices, such as cell phones, within Sask DLC premises.

Policy Statement

- Sask DLC is committed to ensuring that all students, staff, parents, guardians, and community members understand their responsibilities when accessing and using Sask DLC technology resources, as well as personal electronic devices such as cell phones on Sask DLC premises. Compliance with this policy promotes digital safety, privacy, and a distraction-free learning environment that fosters academic achievement and supports student well-being.

- To maintain an effective teaching and learning environment, student use of personal electronic devices is limited during instructional time. Staff use of personal electronic devices during work hours is discouraged and should be restricted to matters requiring immediate attention. Online learning facilitators are expected to follow their schools' policies on personal device use while supporting students accessing courses through Sask DLC.

Procedures:

1. Use of Sask DLC Technology Resources
   a) Expectations:
      i. Staff and students shall use Sask DLC technology resources for educational purposes or supporting business operations only.
      ii. Staff and students will comply with all Sask DLC policies and procedures, as well as provincial and federal laws when using Sask DLC technology resources.
      iii. Staff and students will not use Sask DLC technology resources for gaming unless associated with an educational outcome.
      iv. Staff and students will not store personal content on Sask DLC servers or devices. This includes but is not limited to personal images, music, or other digital content.
      v. Staff and students will not intentionally tamper with or cause physical damage to Sask DLC technology resources.
      vi. Staff and students will not use Sask DLC technology resources for personal, commercial, or political purposes.
      vii. Staff and students will not access, create, or distribute inappropriate or offensive materials including, but not limited to, pornography, hate speech, and material that is defamatory or harassing.
      viii. Staff and students will not engage in cyberbullying or online harassment.
      ix. Staff and students will not attempt to access unauthorized resources or systems.
      x. Staff and students will not damage, modify, or disrupt Sask DLC technology resources.
      xi. Students and staff are not to seek out or visit inappropriate websites.
      xii. Staff and students will not use school technology resources to engage in any illegal activity.
      xiii. Violations of these procedures may result in blocked access to technology resources, as determined by the executive manager responsible for the IT department.

2. Use of Personal Electronic Devices
   a) Prohibited Use:
      i. Personal electronic devices, such as cell phones, must be out of sight and set to silent during instructional time. Smartwatches may remain visible but should not be accessed during instructional time.
   b) Exemptions:
      i. The campus principal may approve exemptions for students requiring personal devices due to specific medical conditions or documented accommodations.
      ii. Teachers of students in Grades 9 to 12 may permit personal electronic devices for instructional purposes in their classroom, provided it aligns with the teacher's individualized instructional communication plan.
   c) Clear Expectations for Appropriate Use:
      i. Teachers must clearly define expectations for appropriate use during classroom activities, field trips, and non-traditional learning activities and outline follow-up processes for misuse.

d) Prohibited Areas:
    i. Use of personal electronic devices, such as cell phones, is prohibited in areas where there is an increased expectation of privacy (e.g., washrooms, changing rooms, etc.).
e) Consequences for Misuse:
    i. Teachers and campus administrators are responsible for enforcing this policy. If a student uses a personal electronic device during class in contravention with this policy, the following steps will be taken:
        a. **First Offense:** The teacher will issue a verbal warning, remind the student of the policy, and require the student to turn off and put away the electronic device.
        b. **Second Offense:** The student may be temporarily removed from the online session, and the teacher will inform the parents/guardians of the repeated misuse.
        c. **Third Offense:** The student may again be removed from the online session, and the teacher will contact the parents/guardians to discuss ongoing misuse and explore improvement strategies.
        d. **Further Offenses:** Persistent misuse will result in referral to campus administration and disciplinary action as outlined in the Sask DLC Student Code of Conduct.
        e. Teachers should document repeated violations and report them to campus administration for further action.
f) Responsibilities:
    i. Campus Principal:
        a. Ensure that staff, students, and parents/guardians are aware of the use of personal electronic devices policies and procedures.
        b. Review and approve exemption requests for Sask DLC full time students.
        c. Administer appropriate disciplinary action in alignment with Sask DLC's Code of Conduct.
    ii. Teachers:
        a. Familiarize themselves with the administrative procedure for personal electronic devices and communicate responsible use to students.
        b. Ensure students are aware when personal electronic devices are permitted for academic purposes.
        c. Approve device use during instructional time for grades 9-12.
        d. Consistently model and enforce Sask DLC's policies and procedures on the use of personal electronic devices.
    iii. Online Learning Facilitators:
        a. Familiarize themselves with their respective school's policies and procedure for personal electronic devices and communicate responsible use to students.
    iv. Students:
        a. Understand and comply with restrictions on personal electronic devices during instructional time.
        b. Recognize that acceptable use is a condition for using personal electronic devices in school and be aware of the consequences of non-compliance.
        c. Report misuse of personal electronic devices to the teacher.
    v. Parents/Guardians:
        a. Understand the expectations and consequences related to personal electronic device use.

b. Recognize that students will not have access to their devices during instructional time and may be unable to respond to calls or texts promptly. In emergencies, contact the Sask DLC campus.

3. Responsibility and Liability for Personal Electronic Devices
   a) Students and staff are responsible for the security and safety of their personal electronic devices. Sask DLC is not liable for any lost, damaged or stolen personal electronic devices.

4. Home Use of Sask DLC Technology and Devices
   a) From time-to-time, it may be necessary or beneficial for Sask DLC to loan technology and devices to students for home use in order for the students to continue being successful in their studies. While being used at home, Sask DLC technology devices are still governed and monitored by the policies and procedures outlined in Sask DLC's Acceptable Use of Technology Policy.
   b) To ensure compliance with Sask DLC's Acceptable Use of Technology Policy, students and their parents/guardians must review the policy and complete the Student Use of Technology Devices at Home (Student Parent Guardian Checklist) form before receiving a loaned technology device.
   c) After receiving the signed form for parent/guardian, Campus Administrator will submit request to Helpdesk@saskDLC.ca for processing.
   d) The campus principal will upload the signed Student Use of Technology Devices at Home (Student Parent Guardian Checklist) form into DLCgo.

5. Social Networking and Network Communication
   a) Using Sask DLC technology resources for social networking outside instructional time is permitted, provided it is done courteously, professionally, and responsibly.
   b) Posting of sensitive information about other people is not allowed.

6. Privacy
   a) Users should have no expectation of privacy while using school technology resources. Sask DLC may monitor and/or review user activity at any time, without notice, to ensure compliance with this policy and to protect the security and integrity of the technology resources.

7. Security
   a) All users must take reasonable precautions to protect the security of Sask DLC technology resources, including:
      i. Keeping passwords and personal information secure and confidential. Students and staff shall not share passwords or allow others to use their accounts;
      ii. Reporting any suspicious or unauthorized activity to the IT Department, a teacher or other campus staff member;
      iii. Not installing or using unauthorized software or applications;
      iv. Not tampering with, modifying, or altering school technology resources; and,
      v. Using Two-Factor Authentication (2FA) when accessing systems, applications, or data repositories containing or processing sensitive information. 2FA is mandatory for both internal and remote access when deployed by Sask DLC.

Definitions:

Sensitive Information: Refers to any data related to students, employees, or Sask DLC that is not meant for public dissemination.

Technology Resources: includes but is not limited to computers, laptops, tablets, smartphones, software applications, networks, email systems, and online platforms provided by Sask DLC.

Personal Electronic Devices: includes cell phones/smartphones, smartwatches, portable video game systems, and other handheld devices.

Instructional Time: Refers to any period during which students are in attendance and under teacher supervision for educational activities, including work-experience programs, conferences, exams, and other learning activities.

Digital Citizenship: Refers to the norms of appropriate and responsible behaviour online.

Two-Factor Authentication (2FA): refers to a security process requiring two different authentication factors to verify a user's identity, typically involving a password or PIN and a security token, smartphone, or biometric verification.