


Acceptable Use of Technology Policy	
	Adopted: September 1, 2023 Amended: March 19, 2024
	External References <ul style="list-style-type: none"> • <i>The Education Act, 1995</i>
	Internal References Student Use of Technology Devices at Home (Student Parent Guardian Checklist) form

Purpose

- This policy aims to establish guidelines and expectations for the responsible use of technology resources by everyone accessing Saskatchewan Distance Learning Centre (Sask DLC) technology resources.

Scope of this Policy

- This policy applies to everyone accessing Sask DLC's technology resources including students, staff, parents, guardians, contractors and community members. It covers the use of all Sask DLC's technology resources.

Policy Statement

- This policy is designed to ensure that all students, staff, parents, guardians and community members understand their responsibilities when using Sask DLC technology resources including computers, software, networks, and internet applications. Adhering to this policy will help ensure the privacy and digital safety of all users of Sask DLC Technology and will help reduce the risk of disrupted operation of technology due to a cyber security incident.
- Sask DLC supports opportunities for students and staff members to access, evaluate, and produce information through responsible use of Sask DLC's technology and private use of technology in pursuit of student learning and staff professional development.
- All students and staff members of Sask DLC must adhere to the guidelines identified in these procedures when using technology resources provided by Sask DLC.

Procedures:

1. Adherence to Policies and Procedures: The executive management team is to ensure that every staff member comprehends and abides by the policies and procedures outlined in Sask DLC's Acceptable Use of Technology Policy. Similarly, school staff members are to ensure that all students understand and comply with the policies and procedures outlined in Sask DLC's Acceptable Use of Technology Policy.
2. All Sask DLC technology resources are the property of Sask DLC and are to be used for educational purposes or supporting business operations only. Users are expected to exercise good judgment, respect the rights of others, and comply with all Sask DLC policies and procedures, as well as provincial and federal laws.
3. Password and Accounts: Students and staff shall not share passwords or allow others to use their accounts.
4. Social Networking and Network Communication
 - a) Using Sask DLC technology resources to engage in social networking is acceptable if conducted courteously, professionally, and responsibly.
 - b) Posting of sensitive information about other people is not allowed.
5. Use of Sask DLC Technology Resources
 - a) Staff and students shall use Sask DLC technology resources for educational purposes.
 - b) Staff and students will not use Sask DLC technology resources for gaming unless associated with an educational outcome.
 - c) 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.
 - d) Staff and students will not intentionally tamper with or cause physical damage to Sask DLC technology resources.
 - e) Staff and students will not use Sask DLC technology resources for personal, commercial, or political purposes.
 - f) 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.
 - g) Staff and students will not engage in cyberbullying or online harassment.
 - h) Staff and students will not attempt to access unauthorized resources or systems.
 - i) Staff and students will not damage, modify, or disrupt Sask DLC technology resources.
 - j) Students and staff are not to seek out or visit inappropriate websites.
 - k) Staff and students will not use school technology resources to engage in any illegal activity.

6. Consequences: If a staff member or student violates these procedures, Sask DLC's executive manager responsible for the IT department may block access to any computer system or resource as necessary.
7. Privacy: 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.
8. Security: All users must take reasonable precautions to protect the security of Sask DLC technology resources, including:
 - a. Keeping passwords and personal information secure and confidential;
 - b. Reporting any suspicious or unauthorized activity to the IT Department, a teacher or other campus staff member;
 - c. Not installing or using unauthorized software or applications; and,
 - d. Not tampering with, modifying, or altering school technology resources
9. 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 Principal 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.

Definitions:

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

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