

Social Media and Cloud Technology

Policy No. 401.2R

REGULATIONS

FORM: 604.3F – Social Media and Cloud Technology Consent Form

Privacy Impact Assessment Process Flowchart.pdf

1. Terms of Reference

Social Media and Cloud Technology includes but is not limited to: social networks, digital citizenship, digital footprint, social bookmarking, internet, email, smartphones, devices, blogging, tweeting, wikis, podcasts, video casts, video, audio, media, texting, postings through apps using mobile devices, online data storage.

EXPECTATIONS:

2. Staff

From Policy:

The Board of Education, School District No. 91 (Nechako Lakes), believes online computing and other social media are powerful tools that open up communication between students, parents, teachers, and the global community. School District No. 91 (Nechako Lakes) encourages staff to find and use these technologies to deepen learning whenever possible and appropriate.

... Social media and electronic communications are subject to review by the Board of Education as reasonably required, including to investigate complaints of inappropriate use. Breach of this policy and regulations may result in disciplinary action up to and including termination.

Last Revised date: December 10, 2018

- 2.1. Staff must understand the nature of the technology and how data, specifically personal demographic data, is inputted, stored, and utilized. Staff are strongly encouraged to read the acceptable use and privacy policies of the technologies being considered.
- 2.2. Personal privacy is of the utmost importance in School District No. 91 (Nechako Lakes) for both staff and students. Care and consideration should be taken at all times to make sure that personal information of staff or students is not disclosed without knowledge and consent.

- 2.3. Staff should always consider the level of sensitivity of the data that they are transmitting and receiving. In situations where privacy or security may be unknown or a concern, staff should always side with caution and not engage with the technology.
- 2.4. As a public educational employee there is a higher standard for security and privacy of students and staff. To this end, solutions that work for consumers, private corporations or home use are sometimes not suitable for use within a public school district.
- 2.5. Staff must contact the School District No. 91 (Nechako Lakes) IT Manager when considering a technology to ensure IT Department collaboration. No external cloud based technology is to be deployed on the School District No. 91 (Nechako Lakes) network without the knowledge of the IT Manager. Please see 'Privacy Impact Assessment Process Flowchart.'
- 2.6. All cloud based technologies that are used in the classroom must meet existing *School District No. 91 (Nechako Lakes) Policy & Regulations* and existing British Columbia legislation, specifically the *Freedom of Information and Protection of Personal Privacy Act* (FOIPPA).
- 2.7. Staff shall never misrepresent themselves online and always respect the rights and property of others, including intellectual property rights.
- 2.8. Willful disregard for privacy and security may result in disciplinary action up to and including termination.
- 2.9. Employees are responsible for their electronic communications and for any content that they publish/post online, whether under the employee's own name, an alias or as anonymous, and must ensure that it complies with applicable laws, School District Policy (including this Policy and Regulations, Policy 301.5 – Code of Conduct and Policy 202.1 – Staff Code of Conduct).
- 2.10. Employees should pay particular attention to the privacy settings for their personal social media page. They should also recognize that this does not create anonymity or guarantee that postings will not be shared more broadly and, as such, should adhere to school district policies.
- 2.11. Employees should not invite, or accept invitations from students to participate as "friends" on a Personal Facebook page (this is not intended to interfere with a parent/guardian's rights to monitor the online activities of their own child).

3. Students

- 3.1. Student technology use must, at a minimum, meet the School Code of Conduct which is communicated within all our school communities.
- 3.2. Student online behavior should reflect the School District No. 91 (Nechako Lakes) values of respect, trust, integrity, communication, and teamwork at all times.
- 3.3. Personal technology use at school should not impose, make uncomfortable or disturb others within the school environment.
- 3.4. When using cloud based technologies the terms of use of the technology must be observed at all times.
- 3.5. A 'Social Media/Cloud Technology Consent Form' is required and must be signed by parents/guardians. Students aged 13 years and older are encouraged to also sign the consent form.
- 3.6. Students must consider the potential consequences of what they post online. What students contribute leaves a digital footprint for all to see. Students should only post what they would want friends, peers, parents, teachers, or a future employer to see.
- 3.7. School related online activities are an extension of the classroom and subject to all school and district expectations. What is inappropriate in the classroom is also inappropriate online.
- 3.8. Students must be safe online. Students should never release personal information of either their own or others, including, but not limited to, last names, birth dates, phone numbers, addresses and pictures.
- 3.9. When using technology students should not disclose personal private information without informed knowledge of the use of that information. Personal and private information of others will not be disclosed under any circumstances.
- 3.10. Linking to other websites to support a student's thoughts and ideas is recommended; however, students must be sure to read the entire article prior to linking, to ensure that all information is appropriate in a school setting.
- 3.11. Students must do their own work. They must not use intellectual property without permission. It is a violation of copyright law to copy and paste other's thoughts. When paraphrasing another's idea(s), the sources must be cited.

- 3.12. Pictures are protected under copyright laws. Students must verify that they have permission to use an image.
- 3.13. Students must not intentionally misrepresent themselves or use someone else's identity.
- 3.14. Students should not share their password(s). Passwords should be of a strong secure nature. Should a password be forgotten, it can always be reset.
- 3.15. Students are encouraged to report any online content or behavior that violates Codes of Conduct.
- 3.16. Students who do not abide by these terms and conditions may face disciplinary action.

4. Parents

- 4.1. Classroom blogs and other social media are powerful tools that open up communication between students, parents/guardians, and teachers. School District No. 91 (Nechako Lakes) encourages parents/guardians to view and participate, and comment on classroom projects when appropriate.
- 4.2. Parents/guardians are encouraged to allow their children to participate fully in all activities that involve teacher-monitored online learning environments. At times the completion and return of a release form will be required.
- 4.3. Parents/guardians are encouraged to read and/or participate in social media projects.
- 4.4. As partners in education, parents/guardians are encouraged to model appropriate online behavior and monitor social media use at home.
- 4.5. Parents/guardians participating in school-related activities must adhere to school district guidelines with regard to posting student photos and personal information.
- 4.6. Parents/guardians should not distribute any personal information about other students participating in the social media project.
- 4.7. Parents/guardians are encouraged to engage in collaborative opportunities to provide feedback to schools, the school district and the Ministry of Education.

5. Principals/Vice Principals Procedures for Social Media and Cloud Technology Parental Consent

- 5.1. Share '*Policy & Regulations – 401.2 - Social Media and Cloud Technology*' and the consent forms with staff as needed.

- 5.2. Ask teachers who are using or planning to use social media or cloud technologies to list the technologies they are wanting to use and the educational purpose. The IT Department can assist with determining if the technology houses data in Canada or elsewhere. Once the teacher has a list of technologies that will be used, send home the consent form with the technologies explicitly listed.
- 5.3. Inform parents/guardians of '*Policy & Regulations – 401.2 - Social Media and Cloud Technology*' and its requirements. Parental/guardian consent is required for all participating students. Students aged 13 years and older are encouraged to also sign the consent form.
- 5.4. Please let parents know that consent is for the duration that their child is enrolled in School District No. 91 (Nechako Lakes). They are welcome to change their consent but will need to notify their child's school.
- 5.5. Parents must be provided with the opportunity to ask clarifying questions regarding the use of the technology and so contact information for yourself and the teacher is highly recommended. In instances where the cloud technology stores data outside of British Columbia, an informed consent meeting for parents is required.
- 5.6. As forms are returned, ensure that your school checks off the 'Digital Consent Obtained' field within MyEDBC.