

<i><b>Rainy River District School Board</b></i>	<b>SECTION 2</b> <i>Organization &amp; Administration</i>
<b>DIGITAL CITIZENSHIP PROCEDURE</b>	<b>2.64</b>

## **PURPOSE**

This procedure outlines the expectations for and monitoring of effective and appropriate use of technology to fostering safe working and learning environments conducive to achievement and well-being.

## **RATIONALE**

The Rainy River District School Board prepares students and staff to be successful in a world where people connect through evolving technology.

## **GUIDELINES**

### **1.0 General Guidelines**

1.1 This Policy applies to:

- the use of all Board-owned technology resources, both on and off Board property;
- the use of personally owned technology, including personally owned computers and mobile devices, when used on or off Board property or when used to access Board resources;
- any access to Board technology resources;
- home, remote, or wireless access to the Board network, websites and applications;
- the use of third-party information technology services provided to or by the Board.

### **2.0 Technology Use**

2.1 Users will access and employ technology for educational and administrative purposes only.

All users are responsible for:

- ensuring that technology is used in accordance with Board policies and procedures;
- complying with the school or employee Code of Conduct;
- using technology in a lawful, responsible and ethical manner;
- protecting personal network logins and passwords;
- ensuring the care and security of Board-owned devices;
- reporting any inappropriate use of email, data, or unauthorized technology to an educator or administrator immediately.

2.2 Technology resources shall not be used for:

- union business, unless approved by the Board;
- cyberbullying;

- creating, displaying, storing or sending fraudulent, harassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise inappropriate or unlawful materials;
- copying, downloading, transferring, renaming, adding or deleting information protected under copyright law;
- any activities that could reasonably be expected to impair the Board's computing facilities or interfere with others' use of Board technology (e.g. viruses, spam) including the sending of electronic "chain" mail;
- unauthorized access, alteration, destruction, removal and/or disclosure of data. This includes the unauthorized disclosure of Board email addresses, distribution lists, and user account information;
- unauthorized access or disclosure of confidential information;
- the licensing or downloading of material for which a fee is charged to the Board.

Use must not violate Board Policies and/or procedures, federal or provincial laws and involve commercial or political activities.

### **3.0 Security and Safety of Board Data**

- 3.1 Data shall be used for the purposes intended. Other uses of data are strictly prohibited.
- 3.2 Users shall take reasonable precautions to ensure Board data is secure and safe at all times.
- 3.3 Users will not attempt to gain unauthorized access to Board technology or data nor will they attempt to disrupt, steal, distribute or destroy data.
- 3.4 All confidential data not held on Board-owned servers must be fully encrypted. This applies to all confidential data stored on Board and personally owned computer. Confidential Board data may only be stored on secure, Board approved, internet storage sites. Users are responsible for applying passwords to any personal device that accesses or holds Board data.
- 3.5 Users must comply with any security measures implemented by the Board. Users will not attempt to bypass the Board's security.
- 3.6 Users are responsible for implementing virus scanning on personally owned devices that hold or access Board Technology. Execution of software not provided by the Board must be approved in advance by the Board's Information Technology Department staff.
- 3.7 Remote or wireless access to Board resources is only permitted through the Board's approved infrastructure.

### **4.0 Responsible Resource Usage**

- 4.1 The Board's technology resources must be used efficiently and responsibly.
- 4.2 The Board reserves the right to limit any activity that consumes a high level of technology resources.

- 4.3 Personal materials not relevant to educational and administrative purposes will not be stored on Board servers at any time, for any reason.
- 4.4 With respect to information stored for the intended purposes, the Board may impose retention periods for various information classes, either temporarily or permanently.
- 4.5 A user should not download, copy or store files that exceed the user's data storage limit; users that do so will experience data loss.

## **5.0 Legal Compliance and Adherence to Board Policies**

- 5.1 Users are expected to comply with all federal and provincial laws and regulations (e.g. *Criminal Code, Education Act, Municipal Freedom of Information and Protection of Privacy Act, Copyright Act*) and corresponding procedures. The storage of unlawful materials on Board property is strictly prohibited.
- 5.2 Photos, videos, or images of an individual/group are not to be taken, posted online or shared digitally unless consent from the individual(s), if over the age of 18, or parental consent, for those under the age of 18, has been obtained.

## **6.0 Expectation of Privacy**

- 6.1 Board technology resources and all data stored on Board technology are Board property and will be reviewed, monitored and accessed by authorized individuals, as needed.

All data is subject to relevant legislation and may be accessed through Freedom of Information requests.

- 6.2 Users should not expect privacy with respect to any of their activities when using the Board's technology resources, networks and internet connectivity.
- 6.3 The use of passwords or account numbers should not create a reasonable expectation of privacy and confidentiality of information being maintained or transmitted.
- 6.4 The Board reserves the right to review, retrieve, read and disclose any files, messages or communications that are created, sent, received or stored on the Board's technology resources for the purpose of ensuring the security and protection of business records, preventing unlawful and/or inappropriate conduct, and creating and maintaining a productive work environment.
- 6.5 Policy violations will be investigated, and appropriate action will be taken.
- 6.6 Information stored on personally owned devices is the responsibility of the device owner and/or user. However, personally owned devices which are used for creating, displaying, storing or sending inappropriate or unlawful materials that impact school climate will be investigated and appropriate action will be taken.

## **7.0 Digital Citizenship**

7.1 Digital citizenship is an important part of the work within classrooms and schools across the Board and is reflected in the Ontario curriculum. Students must learn to use technology effectively, responsibly and respectfully as digital resources will be incorporated into their learning.

7.2 Educators may permit the use of personal mobile devices:

- for educational purposes;
- for health and medical purposes as outlined in a Plan of Care, and
- in support of special education needs.

Students will also be able to access educational resources using their personal mobile devices outside the classroom, in libraries, cafeterias and other common areas.

## **8.0 Policy Violations and Appropriate Actions**

8.1 All users who do not comply with this policy will be subject to appropriate actions, which may include, but are not limited to, the following:

- limitations being placed on access privileges to personal and Board technology resources;
- suspension of access privileges to personal and Board technology resources;
- revocation of access privileges to personal and Board technology resources;
- appropriate employee disciplinary measures (staff), up to and including dismissal;
- appropriate student progressive discipline measures within the School Code of Conduct and the Safe Schools Policy;
- legal action and prosecution by the relevant authorities.

## **9.0 Filtering**

9.1 While digital citizenship is still an integral component in teaching students appropriate use of technology, the Rainy River District School Board shall employ Internet filtering to restrict student and staff access to adult-content websites (e.g. pornography) and other sites that are considered inappropriate for education purposes.

There are many Board members who have their own personally owned devices with their own data plan. The Rainy River District School Board cannot filter nor log the Internet access of these devices when users access a cellular network.

9.2 Websites are filtered based on categories. This procedure, specifically Appendices A and B, will be reviewed at least annually to update the filtering categories. Any requests or concerns with respect to the filtering categories should be sent to the Manager of Information Technology Services for review and possible restriction.

**Definitions:**

**Technology Resources** – Technology resources include, but are not limited to, computers, phones, cellular/mobile technology, servers, networks, Internet services, computer applications, email and collaboration tools, as well as third-party Internet services provided to the Board. Examples of third-party web services include E-Learning Ontario and online textbook providers. Shared technology resources include examples such as file storage, network bandwidth, and Internet access.

**Data** may include but is not limited to student records, employee records, confidential assessments, and other personal information. Data may be held in more than one format such as an electronic document (e.g. Word Document) or in a system such as email or the Student Information System. All Board data is included in this Procedure.

**User** – A user is any individual granted authorization to access technology, as defined above. Users may include students, parents, staff, volunteers, visitors, contractors, or individuals employed by service providers.

**Digital citizenship** is defined as the norms of responsible behaviour related to the appropriate use of technology.

**Personal Mobile Device** refers to any personal electronic device that can be used to communicate or to access the Internet, such as a cellphone or a tablet.

<u>CROSS REFERENCE</u>	<u>Date Reviewed</u>	<u>LEGAL/MINISTRY OF EDUCATION REFERENCE</u>
Policy 2.05 Communications, Including Media Relations	March 2020	<i>Municipal Freedom of Information and Protection of Privacy Act</i>
Procedure 2.05 Communications, Including Media Relations		<i>Personal Health Information Protection Act</i>
Policy 2.64 Digital Citizenship		<i>Education Act, Part XIII</i>
Policy 2.80 Freedom of Information and Protection of Privacy		<i>Copyright Modernization Act</i>
Policy 3.02 Progressive Discipline for Employees		Ministry of Education Policy/Program
Policy 3.86 Employee Code of Conduct		Memorandum 128, The Provincial Code of Conduct
Policy 4.16 Safe Schools		
Policy 7.22 Emergency Response		
Procedure 7.22 Emergency Response		

## Adult / Mature Content

Category	Description	Status
Abortion	Websites pertaining to abortion data, information, legal issues, and organizations.	Allow
Advocacy Organizations	This category caters to organizations that campaign or lobby for a cause by building public awareness, raising support, influencing public policy, etc.	Allow
Alcohol	Websites which legally promote or sell alcohol products and accessories.	Allow
Alternative Beliefs	Websites that provide information about or promote religions not specified in Traditional Religions or other unconventional, cultic, or folkloric beliefs and practices. Sites that promote or offer methods, means of instruction, or other resources to affect or influence real events through the use of spells, curses, magic powers, satanic or supernatural beings.	Allow
Dating	Websites that allow individuals to make contact and communicate with each other over the Internet, usually with the objective of developing a personal, romantic, or sexual relationship.	Block
Gambling	Sites that cater to gambling activities such as betting, lotteries, casinos, including gaming information, instruction, and statistics.	Block
Lingerie and Swimsuit	Websites that utilizes images of semi-nude models in lingerie, undergarments and swimwear for the purpose of selling or promoting such items.	Block
Marijuana	Sites that provide information about or promote the cultivation, preparation, or use of marijuana.	Allow
Nudity and Risqué	Mature content websites (18+ years and over) that depict the human body in full or partial nudity without the intent to sexually arouse.	Block
Other Adult Materials	Mature content websites (18+ years and over) that feature or promote sexuality, strip clubs, sex shops, etc. excluding sex education, without the intent to sexually arouse.	Block
Pornography	Mature content websites (18+ years and over) which present or display sexual acts with the intent to sexually arouse and excite.	Block
Sex Education	Educational websites that provide information or discuss sex and sexuality, without utilizing pornographic materials.	Allow
Sports Hunting and War Games	Web pages that feature sport hunting, war games, paintball facilities, etc. Includes all related clubs, organizations and groups.	Allow
Tobacco	Websites which legally promote or sell tobacco products and accessories.	Allow
Weapons (Sales)	Websites that feature the legal promotion or sale of weapons such as handguns, knives, rifles, explosives, etc.	Block

### Bandwidth Consuming

Category	Description	
File Sharing and Storage	Websites that permit users to utilize Internet servers to store personal files or for sharing, such as with photos.	Allow
Freeware and Software Downloads	Sites whose primary function is to provide freeware and software downloads. Cell phone ringtones/images/games, computer software updates for free downloads are all included in this category.	Allow
Internet Radio and TV	Websites that broadcast radio or TV communications over the Internet.	Allow
Internet Telephony	Websites that enable telephone communications over the Internet.	Allow
Peer-to-peer File Sharing	Websites that allow users to share files and data storage between each other.	Block
Streaming Media and Download	Websites that allow the downloading of MP3 or other multimedia files.	Allow

### General Interest - Business

Category	Description	
Armed Forces	Websites related to organized military and armed forces, excluding civil and extreme military organizations.	Allow
Business	Sites sponsored by or devoted to business firms, business associations, industry groups, or business in general. Information Technology companies are excluded in this category and fall in Information Technology.	Allow
Charitable Organizations	Sites for organizations that are set up with a mission that serves a public purpose and are philanthropic in nature. This category excludes advocacy or political organizations.	Allow
Finance and Banking	Financial Data and Services -- Sites that offer news and quotations on stocks, bonds, and other investment vehicles, investment advice, but not online trading. Includes banks, credit unions, credit cards, and insurance. Mortgage/insurance brokers apply here as opposed to Brokerage and Trading.	Allow
General Organizations	Sites that cater to groups, clubs or organizations of individuals with similar interests, either professional, social, humanitarian or recreational in nature. Social and Affiliation Organizations: Sites sponsored by or that support or offer information about organizations devoted chiefly to socializing or common interests other than philanthropy or professional	Allow

Category	Description	
	advancement. Not to be confused with Advocacy Groups and Political Groups.	
Government and Legal Organizations	Government: Sites sponsored by branches, bureaus, or agencies of any level of government, except for the armed forces, including courts, police institutions, city-level government institutions. Legal Organizations: Sites that discuss or explain laws of various government entities.	Allow
Information Technology	Information Technology peripherals and services, cell phone services, cable TV/Internet suppliers.	Allow
Information and Computer Security	Sites that provide information about or free downloadable tools for computer security, but not ordinary Freeware and Software downloading.	Allow
Online Meeting	Sites that enable hosting of meetings, screen sharing and collaboration of documents across the Internet.	Allow
Remote Access	Sites that facilitate authorized access and use of computers or private networks remotely across the Internet.	Allow
Search Engines and Portals	Sites that support searching the Web, news groups, or indices/directories. Sites of search engines that provide info exclusively for shopping or comparing prices, however, fall in Shopping and Auction.	Allow
Secure Websites	Sites that institute security measures such as authentication, passwords, registration, etc.	Allow
Web Analytics	Sites that are used to collect and assess web traffic data.	Allow
Web Hosting	Sites of organizations that provide hosting services, or top-level domain pages of Web communities.	Allow
Web-based Applications	Sites that mimic desktop applications such as word processing, spreadsheets, and slide-show presentations.	Allow

### General Interest - Personal

Category	Description	
Advertising	Sites that provide advertising graphics or other ad content files, including ad servers (domain name often with 'ad.', such as ad.yahoo.com). If a site is mainly for online transactions, it is rated as Shopping and Auctions. Includes pay-to-surf and affiliated advertising programs.	Allow



Category	Description	
Arts and Culture	Websites that cater to fine arts, cultural behaviors and backgrounds including conventions, artwork and paintings, music, languages, customs, etc. Also includes institutions such as museums, libraries and historic sites. Sites that promote historical, cultural heritage of certain area, but not purposely promoting travel.	Allow
Auction	Websites that feature on-line promotion or sale of general goods and services such as electronics, flowers, jewelry, music, etc., excluding real estate. Also includes on-line auction services such as eBay, Amazon, Priceline.	Allow
Brokerage and Trading	Sites that support active trading of securities and management of investments. Real estate broker does not apply here and falls within Shopping and Auction. Sites that provide supplier and buyer info/ads do not apply here either since they do not provide trading activities.	Allow
Child Education	Websites developed for children age 12 and under. Includes educational games, tools, organizations and schools. Note that children's hospitals are rated as Health.	Allow
Content Servers	Websites that host servers that distribute content for subscribing websites. Includes image and Web servers.	Allow
Digital Postcards	Sites for sending/viewing digital post cards.	Allow
Domain Parking	Sites that simply are place holders of domains without meaningful content.	Allow
Dynamic Content	URLs that are generated dynamically by a Web server.	Allow
Education	Educational Institutions: Sites sponsored by schools, other educational facilities and non-academic research institutions, and sites that relate to educational events and activities. Educational Materials: Sites that provide information about, sell, or provide curriculum materials. Sites that direct instruction, as well as academic journals and similar publications where scholars and professors submit academic/research articles.	Allow
Entertainment	Sites that provide information about or promote motion pictures, non-news radio and television, music and programming guides, books, humor, comics, movie theatres, galleries, artists or review on entertainment, and magazines. Includes book sites that have personal flavor or extra-material by authors to promote the books.	Allow
Folklore	UFOs, fortune telling, horoscopes, fen shui, palm reading, tarot reading, and ghost stories.	Allow
Games	Sites that provide information about or promote electronic games, video games, computer games, role-playing games, or online games. Includes	Block

Category	Description	
	sweepstakes and giveaways. Sport games are not included in this category, but time consuming mathematic game sites that serve little education purpose are included in this category.	
Global Religion	Sites that provide information about or promote Buddhism, Bahai, Christianity, Christian Science, Hinduism, Islam, Judaism, Mormonism, Shinto, and Sikhism, as well as atheism.	Allow
Health and Wellness	Sites that provide information or advice on personal health or medical services, procedures, or devices, but not drugs. Includes self-help groups. This category includes cosmetic surgery providers, children's hospitals, but not sites of medical care for pets, which fall in Society and Lifestyle.	Allow
Instant Messaging	Sites that allow users to communicate in real-time over the Internet.	Allow
Job Search	Sites that offer information about or support the seeking of employment or employees. Includes career agents and consulting services that provide job postings.	Allow
Meaningless Content	This category houses URLs that cannot be definitively categorized due to lack of or ambiguous content.	Block
Medicine	Prescribed Medications: Sites that provide information about approved drugs and their medical use. Supplements and Unregulated Compounds: Sites that provide information about or promote the sale or use of chemicals not regulated by the FDA (such as naturally occurring compounds). This category includes sites of online shopping for medicine, as it is a sensitive category separated from regular shopping.	Allow
News and Media	Sites that offer current news and opinion, including those sponsored by newspapers, general-circulation magazines, or other media. This category includes TV and Radio sites, as long as they are not exclusively for entertainment purpose but excludes academic journals. Alternative Journals: Online equivalents to supermarket tabloids and other fringe publications.	Allow
Newsgroups and Message Boards	Sites for online personal and business clubs, discussion groups, message boards, and list servers; includes 'blogs' and 'mail magazines.'	Allow
Personal Privacy	Sites providing online banking, trading, health care, and others that contain personal privacy information.	Allow
Personal Vehicles	Websites that contain information on private use or sale of autos, boats, planes, motorcycles, etc., including parts and accessories.	Allow

Category	Description	
Personal Websites and Blogs	Private web pages that host personal information, opinions and ideas of the owners.	Allow
Political Organizations	Sites that are sponsored by or provide information about political parties and interest groups focused on elections or legislation. This is not to be confused with Government and Legal Organizations, and Advocacy Groups.	Allow
Real Estate	Websites that promote the sale or renting of real estate properties.	Allow
Reference	Websites that provide general reference data in the form of libraries, dictionaries, thesauri, encyclopedias, maps, directories, standards, etc.	Allow
Restaurant and Dining	Websites related to restaurants and dining, includes locations, food reviews, recipes, catering services, etc.	Allow
Shopping	Websites that feature on-line promotion or sale of general goods and services such as electronics, flowers, jewelry, music, etc., excluding real estate. Also includes on-line auction services such as eBay, Amazon, Priceline.	Allow
Social Networking	A social networking site is a platform to build social networks or social relations among people who share similar interests, activities, backgrounds or real-life connections. A social network service consists of a representation of each user (often a profile), his or her social links, and a variety of additional services. Social network sites are web-based services that allow individuals to create a public profile, create a list of users with whom to share connections, and view and cross the connections within the system.	Allow
Society and Lifestyles	This category contains sites that deal with everyday life issues and preferences such as passive hobbies (gardening, stamp collecting, pets), journals, blogs, etc.	Allow
Sports	Includes sites that pertain to recreational sports and active hobbies such as fishing, hunting, jogging, canoeing, archery, chess, as well as organized, professional and competitive sports.	Allow
Travel	Websites in this category feature travel related resources such as accommodations, transportation (rail, airlines, cruise ships), agencies, resort locations, tourist attractions, advisories, etc.	Allow
Web Chat	Sites that host Web chat services, or that support or provide information about chat via HTTP or IRC.	Allow
Web-based Email	Sites that allow users to utilize electronic mail services.	Allow

## Potentially Liable

Category	Description	Status
Child Abuse	Websites that have been verified by the Internet Watch Foundation to contain or distribute images of non-adult children that are depicted in a state of abuse. Information on the Internet Watch Foundation is available at <a href="http://www.iwf.org.uk/">http://www.iwf.org.uk/</a> .	Block
Discrimination	Sites that promote the identification of racial groups, the denigration or subjection of groups, or the superiority of any group.	Block
Drug Abuse	Websites that feature information on illegal drug activities including: drug promotion, preparation, cultivation, trafficking, distribution, solicitation, etc.	Block
Explicit Violence	This category includes sites that depict offensive material on brutality, death, cruelty, acts of abuse, mutilation, etc.	Block
Extremist Groups	Sites that feature radical militia groups or movements with aggressive anti-government convictions or beliefs.	Block
Hacking	Websites that depict illicit activities surrounding the unauthorized modification or access to programs, computers, equipment and websites.	Block
Illegal or Unethical	Websites that feature information, methods, or instructions on fraudulent actions or unlawful conduct (non-violent) such as scams, counterfeiting, tax evasion, petty theft, blackmail, etc.	Block
Plagiarism	Websites that provide, distribute or sell school essays, projects, or diplomas.	Block
Proxy Avoidance	Websites that provide information or tools on how to bypass Internet access controls and browse the Web anonymously, includes anonymous proxy servers.	Block

## Security Risk

Category	Description	Status
Dynamic DNS	Sites that utilize dynamic DNS services to map a Fully Qualified Domain Name (FQDN) to a specific IP address or set of addresses under the control of the site owner; these are often used in cyber-attacks and botnet command & control servers.	Block
Malicious Websites	Sites that host software that is covertly downloaded to a user's machine to collect information and monitor user activity, and sites that are infected with destructive or malicious software, specifically designed to damage,	Block

Category	Description	Status
	disrupt, attack or manipulate computer systems without the user's consent, such as virus or trojan horse.	
Newly Observed Domain	Domains that are newly configured or newly active, but not necessarily newly registered.	Warning
Newly Registered Domain	Domains that were very recently registered.	Warning
Phishing	Counterfeit web pages that duplicate legitimate business web pages for the purpose of eliciting financial, personal or other private information from the users.	Block
Spam URLs	Websites or webpages whose URLs are found in spam emails. These webpages often advertise sex sites, fraudulent wares, and other potentially offensive materials.	Block

**Unrated**

Category	Description	Status
Not Rated	Sites not yet analyzed/categorized are considered unrated.	Warning