School District No. 48 provides access to Information and Communications Technology (ICT), which includes computer equipment, communications equipment, software/apps, servers, portals, email, the Internet and WIFI access, as well as access to cloud-based, centralized and networked digital storage for the purposes of supporting the education of students and to conduct District business.

The following outlines the expectations for use of the District's ICT.

1. **General Expectations**
   1.1.   District ICT shall only be used by Trustees, current staff and currently enrolled students;
   1.2.   Visitors on district and/or school business will be provided ICT, including access to Guest WiFi, at a district or school administrator's discretion;
   1.3.   Users of District ICT are expected to conduct themselves in a legal, appropriate, ethical, respectful, and responsible manner, as per Policy 102 Respectful Workplace, Policy 103 Sexual Orientation and Gender Identity (SOGI), Policy 104 Harassment and Discrimination, Policy 204 Trustee Code of Conduct, Policy 503 District Student Code of Conduct, and individual School Codes of Conduct;
   1.4.   Users of District ICT are expected to follow copyright laws and Freedom of Information and Protection of Privacy Act (FOIPPA & FIPPA) requirements, and Canadian Anti-Spam Legislation (CASL), as per Policy 708 Access to Sharing and Distribution of Information;
   1.5.   Users will cite sources and attribute material to its proper owner when conducting research;
   1.6.   Users of District ICT are responsible for all of the activity in their accounts, for protecting their passwords, and for logging off when away from their District devices;
   1.7.   District staff are required to use the blind copy function when sending emails to groups of non-employee stakeholders, unless clear permission has been granted to share email addresses within that group.
   1.8.   Users of District ICT are expected to protect the integrity of the ICT system and inform the appropriate person or authority immediately if aware of any threat or security risk;
   1.9.   Users of ICT will not download programs, apps, or extensions without ICT approval;
   1.10.   District ICT accounts and systems are the property of the School District, and the contents may be inspected at any time.
   1.11.   All above expectations apply regardless of where the District ICT user is accessing the system, including remote access.

2. **Administrative Procedures**
   2.1.   All employees must read and sign the SD48 Staff ICT Acceptable Use form (Form 706.1A(e)) at the time of hiring, and return to Human Resources for filing.
   2.2.   Each principal or site supervisor will ensure that their students, parents, and staff are aware of this Policy SD48 Technology Plan on the District website.
   2.3.   Each principal or site supervisor will provide access to this, and any other related policies, and will ensure the annual completion of SD48 Student ICT Acceptable Use forms (Form 706.1A(c)).
   2.4.   Principals will ensure that parents/guardians are provided the Consent for Web 2.0 Tools Form (Form 708.1A(a)) for student information that will be stored on servers located in the United States.
   2.5.   Principals will ensure that teachers review the General Expectations for District ICT prior to allowing access to the ICT.