



## YORK REGION DISTRICT SCHOOL BOARD

### **Policy and Procedure #194.0, Appropriate Use of Technology Procedure #194.1, Appropriate Use of Non-Board Devices Procedure #194.2, Password Management Procedure #194.3, Loan of Board-Owned Technology (Students) Procedure #194.4, Loan of Board-Owned Technology (Staff)**

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#### **Executive Summary**

The Appropriate Use of Technology policy and procedure addresses the appropriate, responsible and acceptable use of the Board's information technology resources.

Since inappropriate use of the Board's technology systems exposes the organization to risk, it is important to specify exactly what is permitted and what is prohibited. The purpose of this policy is to detail the acceptable use of our information technology resources for the protection of all parties involved.

#### **Stakeholder Groups with Responsibilities under this Policy and Procedure:**

- Board of Trustees
- The Director of Education
- Chief Technology Strategist
- Staff members
- Students
- Parents

#### **Relationship to Board priorities**

The Appropriate Use of Technology policy and associated procedures ensures the stewardship of Board resources by demonstrating ethical leadership through professionalism and accountability for high standards of practice in all Board operations and decisions. Thereby, building trust and collaborative relationships with students, families and staff through respectful and responsive communication focused on shared solutions.

It is the expectation of the York Region District School Board that all employees, students and persons invited to or visiting Board property, or partaking/volunteering in Board or school-sponsored events and activities, will respect the policies and procedures of the Board. The term "parents" refers to both biological/adoptive parents and guardians in all Board policies and procedures.



# Board Policy #194.0

## Appropriate Use of Technology

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### Policy Statement

The York Region District School Board recognizes the inherent value that technology can bring to support student success and foster well-being, business excellence and staff development. The acquisition of knowledge, skills and attitudes for Digital Literacy will support inclusivity, positive and meaningful relationships, innovation, engagement, responsibility and optimism.

### Application

It is expected that technology and technology products and services supplied by the Board will be used in an appropriate, responsible manner. This includes, but is not limited to, all Board-provisioned technology and personal technologies connecting to the Board's network and accessing Board technology services such as the internet, email, collaboration tools and digital learning and web based conference platforms.

All York Region District School Board students, trustees, staff members, school council members, volunteers and other authorized individuals who are given access to the Board's technology and technology products and services are required to know and abide by the Appropriate Use of Technology policy in order to ensure that information technology is being used in a safe, appropriate and responsible manner.

Engaging in personal use of the Board's technology and technology services is a choice users make that involves the loss of personal privacy. For security and network maintenance purposes, authorized individuals within the Board may monitor equipment, systems and network traffic at any time. To ensure that personal documents and communications remain private, the user should use their own personal technology resources rather than connecting to or using the Boards.

Where it is determined that users have breached this policy the Board will take appropriate measures to address the situation. This may include, but is not limited to disciplinary action, where appropriate, and in accordance with all applicable Board policies and procedures. Relevant federal and provincial laws and regulations also govern the use of Board technology and/or technology products and services.

Personal and private information of students and staff members is protected under the [Municipal Freedom and Protection of Privacy Act](#). The Board is obligated by this Act to carefully manage all personal information within our custody and control how it is collected, used and released.

*It is the expectation of the York Region District School Board that all employees, students and persons invited to or visiting Board property; or partaking/volunteering in Board or school-sponsored events and activities will respect the policies and procedures of the Board. The term "parents" refers to both biological/adoptive parents and guardians in all Board policies and procedure*

- annually reviewing the Appropriate Use of Technology policy in accordance with the priorities in the [Multi-Year Strategic Plan](#) and the approved policy review cycle;
- understanding and communicating with members of the community about the Appropriate Use of Technology policy, as required; and
- using technology in accordance with the Appropriate Use of Technology and related procedures [Trustee Code of Conduct](#) and [Partisan Activities and Campaigning](#) policies and procedures.

*The Director of Education is responsible for:*

- implementing and operationalizing the Appropriate Use of Technology policy.

## **Definitions**

### *User*

Includes, but are not limited to, students, trustees, staff members, members of Board committees, school council chairs, volunteers, parents and guardians, and all other persons given authorized access to the York Region District School Board's technology and/or technology products and services. Users may access these services from locations other than their work locations.

### *Appropriate and Responsible Use*

Use Board technology products and services in a responsible respectful and ethical manner that will withstand public scrutiny and is in compliance with Board priorities, policies, procedures and legislation.

### *Board Technology Services*

Board technology services include;

- access to the Board's network from any location, such as, but not limited to, schools, workplaces, home, other offsite locations,
- Board-provisioned hardware including, but not limited to, internet packages, computers and mobile technology, removable and/or external storage devices,
- access to the Board's network and/or technology products and services from a personal device, and
- Board-provisioned software and applications including, but not limited to, e-mail, collaboration tools, digital learning tools, web conference platforms and cloud-based resources.

### *Personal Technology*

Any device that is not Board provisioned, such as, but not limited to, personal computers, smart phones and tablets.

### *Cloud-based Resources*

Delivery of services and storage over the internet for applications and large data-processing systems.

### *Collaboration Tools*

Facilitate the sharing of content and multi-user contribution to content modification and creation.

### *Digital Learning Tools*

Tools accessed using technology devices typically via an internet connection, such as, but not limited to, Moodle, Google Apps, Edsby and social media.

## **Related Documents and/or Legislation**

[Caring and Safe Schools](#)

[Copyright Act](#)

[Criminal Code](#)

[Education Act](#)

[Equity and Inclusivity](#)

[Human Rights: Code Related Harassment and Discrimination](#)

[Ontario Human Rights Code](#)

[Personal Health Information Protection Act](#)

[Standards of Conduct](#)

[Trustee Code of Conduct](#)

## **Department**

**Business Services – Information Technology Services**

## **History**

Approved: 2006

Formerly Policy: #194.0, Appropriate Use of Technology

Working Document: February 2015, May 2018

Formerly Policy: #194.0, Use of Technology

Revised: 2011, November 2015, April 2019, March 2020

Revision drafted: April 6, 2021

Revised: May 2021



# Board Procedure #194.0

## Appropriate Use of Technology

This procedure outlines the expectations of the York Region District School Board with relation to the use of technology services supplied by the Board. All users of Board's technology and/or technology services are required to know and abide by this procedure in order to ensure that information technology is being used in a safe, appropriate and responsible manner. Use of personal devices on non-Board networks when used in work and school learning environments are also subject to this procedure as further outlined in the Use of Non-Board Devices procedure.

### Application

#### Irresponsible and Unethical Use

The following actions are considered irresponsible and unethical use of Board-provisioned technology and technology products and services:

- responding to phishing emails where usernames and passwords are requested;
- using Virtual Private Networks not provided by the Board, example personal VPN's and or anonymizer services;
- using profile/avatar images in virtual/electronic platforms that are not Board approved;
- using the Internet for unauthorized, unethical purposes or as otherwise deemed content inappropriate, such as, but not limited to the following;
  - using electronic recording devices in schools and the workplace to record any interactions between two or more parties unless all parties explicitly consent,
  - attempting to modify or gain access to files, passwords, or data belonging to others, attempting to by-pass restrictions to access Internet resources and/or websites deemed inappropriate by the Board,
  - seeking unauthorized access to any computer system or damaging or altering software components,
  - sending, receiving or subscribing to, displaying or downloading content that is illegal, or may reasonably be construed as obscene or offensive, including, but not limited to, text, written or audio communications and images/graphics,
  - using email distribution lists without appropriate authorization,
  - using abusive or objectionable content, including but not limited to, language and/or images in either public or private messages,
  - misrepresenting oneself or the Board,
  - disclosing confidential or proprietary Board information,
  - lobbying elected officials,
  - campaigning for any individual running for municipal, provincial or federal office,
  - propagating chain letters, jokes, cartoons, pornography or other e-mail debris,
  - using the internet for personal use during regularly scheduled working hours,
  - taking part in other activities that could cause congestion and disruption of networks and systems,
  - intentionally deleting emails with informational value to the detriment of legal and statutory Board operations, and
  - willfully collecting, maintaining or disclosing personal information in contravention of the [Municipal Freedom of Information and Protection of Privacy Act](#).

All Board technology and/or technology products and service users are responsible for understanding that:

- **they are responsible for immediately reporting suspected breaches of security such as theft, loss or unauthorized disclosure of Board devices or information. Such incidents are to be reported to [privacy@yrdsb.ca](mailto:privacy@yrdsb.ca)**
- **the Board is not responsible for the;**
  - **appropriateness of Internet content,**
  - **accuracy or reliability of information located on the Internet,**
  - **loss, damage, or inaccessibility of information due to technical or other difficulties, or**
  - **costs or losses incurred by users;**
- understand conduct could reflect on the reputation of the Board and its staff members;
- a school's plan for social media use should be created with collaboration, privacy, appropriate use and reputation management in mind, as outlined in the [Social Media Guidelines for Schools](#);
- e-mail is **not** private, because others may be able to read, access and monitor email communications; and
- the Board may monitor and access email communication in a reasonable manner to;
  - maintain and ensure the efficient use of the Board e-mail services,
  - ensure compliance with Board policies and acceptable use agreements, and
  - assist staff members in the event of prolonged absence.

## **Definitions**

### *Email*

Electronic mail system that allows users to communicate with each other and persons not employed by the Board. The York Region District School Board's standard email platforms are Microsoft Office/Outlook Web Access and Gmail.

An e-mail message may be considered a record if made or received in connection with the transaction of Board business and therefore must be retained in accordance with all applicable record and information management and Municipal Freedom of Information and Protection of Individual Privacy policies, procedures and legislation. The value of a record is determined by its subject and not its format.

### *Internet of Things (I.o.T.)*

"The interconnection via the internet of computing devices embedded in everyday objects, enabling them to send and receive data."<sup>1</sup>

### *Online Social Networking*

A process whereby online users are able to connect to other users in a variety ways and for a variety of purposes, including educational purposes. Current tools include, but are not limited to, Facebook, Twitter, Instagram and LinkedIn.

## **Responsibilities**

*The Director of Education shall:*

- allocate staff and resources to support the Appropriate Use of Technology procedure.

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<sup>1</sup> Internet of Things. (2021) In *Oxford Online Dictionary*. Retrieved from <https://www.oxfordlearnersdictionaries.com/definition/english/internet-of-things?q=internet-of-things>

*The Associate Directors and Coordinating Superintendent(s) shall:*

- support and provide direction to staff members about the application of the Appropriate Use of Technology policy.

*Information Technology Services shall:*

- support the connectivity of Board-provisioned devices and personal technology devices to the Board network for work and learning purposes;
- not ask users for their passwords in an email;
- monitor and update procedures linked to the Appropriate Use of Technology policy as emerging technologies change the way staff and students engage in work and learning; and
- integrate other policies into Project Management and Operation Support practices.

*The Chief Financial Officer shall:*

- when notified by Information Technology Services of any inappropriate content on any Board-provisioned technology, determine the appropriate action in consultation with the Chief Technology Strategist, Information Technology Services and other senior staff members, as necessary.

*The Chief Technology Strategist shall:*

- manage any issues that arise from emails sent to the [Information Technology Services](#)' account on a case-by-case basis in conjunction with Coordinating Superintendent of Business and Chief Financial Officer and appropriate senior staff member; and
- notify the associated superintendent and Human Resources and/or Human Rights Commissioner's Office where applicable of any inappropriate content on any Board-provisioned technology of which they become aware, where applicable.

*Superintendents, Principals, Managers and Supervisors shall:*

- ensure staff members are aware of the Appropriate Use of Technology policy and procedures upon hiring and annually thereafter;
- ensure the overall coordination and management of school and workplace technologies;
- ensure compliance with the Municipal Freedom of Information and Protection of Privacy Act, as it relates to the management of personal and private information;
- ensure compliance of the acceptable use of Board and personal technology when accessing the Board's network and technology services;
- ensure social media tools accessible within the Board adhere to the [Social Media Guidelines for Schools](#);
- not accept any donated computers as this may negatively impact on the Board's ability to effectively license, manage, secure and support solutions for classroom programs; and
- apply corrective and disciplinary measures to address staff members in violation of this procedure.

*Principals, Managers and Supervisors shall:*

- coordinate and manage computing and information technology facilities and resources for staff and students;
- manage internet filtering for their school or department, where applicable;
- ensure students and staff members adhere to the proper usage of personal technology when used in any Board facility including the use of any online social networking tools;
- distribute the [Information Technology Acceptable Use Agreement](#) to staff, students and parents, where applicable;

- ensure clearly defined consequences, appropriate to the degree of severity for misuse and/or illegal use of the Board's computing and information technology facilities and resources as stated in the school's code of conduct are applied; and
- report abuses of the Appropriate Use of Technology policy and procedure to their superintendent and the Chief Technology Strategist.

*All staff members shall:*

- be responsible for overall management of student use of computing and information technology products, services and resources within their areas of responsibility or when acting in a supervisory role, where applicable;
- instruct and model the appropriate use of technology, where applicable; take reasonable steps to manage and actively supervise student use of computing and information technology facilities and resources within their assigned teaching areas and when acting in a supervisory role, where appropriate;
- instruct all students to adhere to this procedure and the Information Technology Acceptable Use Agreement, where appropriate;
- use this procedure and/or the school's code of behaviour when applying consequences for misuse and/or illegal use of the Board's computing and information technology facilities and resources, where appropriate;
- report any suspected inappropriate use of Board technology or technology services to the principal; and
- if using social networking tools, do so with the appropriate understandings of the effective educational use of these tools, avoiding any personal uses when engaging with students, parents and colleagues for professional purposes.

*Students shall:*

- make sure they understand and follow the [Information Technology Acceptable Use Agreement](#); and
- only use Board and personal technologies for educational purposes as defined by the teacher and instructional purpose in Board facilities.

*All users shall:*

- ensure use of Board technology and/or technology products and services are only accessed by those to whom the technology resource is assigned;
- ensure that any use of personal and Board-provisioned devices that access Board resources, such as, but not limited to, email, enterprise systems, student/staff data and information are password protected to restrict unauthorized access to these devices;
- use Board technology and technology products and services in an appropriate, responsible and ethical manner consistent with the professional, educational, informational and recreational purposes for which they are provided;
- refrain from using technology in a malicious manner or with intent to bring harm to the Board's technology resources or technology products and services;
- comply with the Municipal Freedom of Information and Protection of Privacy Act, as it relates to the management of personal and private information;
- model the appropriate use of technology;
- ensure inappropriate and irresponsible use of technology is reported to [Information Technology Services](#);
- familiarize themselves with and understand this procedure and abide by its expectations and restrictions;
- use technology resources in ways that do not disrupt other users or compromise the functionality of the system;
- maintain their password and user identification confidentiality;



- restrict access to their password(s);
- enroll in the Board's Password Self-Management program as outlined on the BWW;
- familiarize themselves with the technology resources provided to them, including system maintenance and administration procedures; ensure records retention requirements are met by referring to the Board's [Classification and Retention Schedule](#) for advice on information ownership within the Board;
- refrain from connecting network devices, such as, but not limited to, mini-hub switches or wireless routers, and I.o.T. devices, including, but not limited to, lights, appliances and sensors without obtaining prior approval from Information Technology Services;
- if they are in receipt of inappropriate emails, forward in its entirety (not cut and pasted) so that any relevant header information is retained to the [servicedesk@yrdsb.ca](mailto:servicedesk@yrdsb.ca);
- delete spam mail upon receipt and do not send to [servicedesk@yrdsb.ca](mailto:servicedesk@yrdsb.ca); and
- report to the Chief Technology Strategist, any inappropriate content on any Board-provisioned technology of which they become aware.

### **History**

Approved: 2006, 2008

Working Document: February 2015, May 2018

Revised: 2011, November 2015, April 2019, January 2020, March 2021



# Board Procedure #194.1

## Appropriate Use of Non-Board Devices

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This procedure outlines the expectations of the York Region District School Board regarding the use of non-board owned technology, commonly referred to as the Bring Your Own Device (BYOD) Program. The purpose of this procedure is to outline instructions for use of Non-Board Devices connecting to or accessing Board technology products and services whether connected to the Board's network or not, including, but not limited to, students, trustees, staff members, guests, contractors, partners and vendors.

### **Application**

The following principles apply to all Board staff and trustees.

- The Use of Non-Board Devices (Bring Your Own Device (BYOD) Program) is not a mandatory practice and implementation is at the discretion of the principal or department manager.
- Schools supporting a BYOD Program are required to provide support to students without access to technology.
- Board business must be done using Board-provisioned technology tools.
- Board business conducted via email must be done using the Board provisioned email system.

### **Definitions**

*Non-Board Device (NBD)*

Any computing device not owned or provided by the Board to a user that is brought into a Board building, connected to or accessing a Board provisioned technology product or service including a Board event, activity or program by any user whether used for instructional or personal purposes shall be considered a Non-Board Device even if they are not connected to the Board's network.

Any Board business conducted on non-Board technology, including the use of cloud based resources or personal email accounts, is subject to a Freedom of Information request as applicable.

### **Responsibilities**

*The Director of Education shall:*

- allocate staff and resources to support the Use of Non-Board Devices procedure.

*The Associate Directors, Coordinating Superintendent(s) and Chief Financial Officer shall:*

- when notified by the Chief Technology Strategist of any inappropriate content on any Non-Board Device, determine the appropriate action in consultation with the Chief Technology Strategist and other senior staff member, as necessary.

*The Chief Technology Strategist shall:*

- manage any issues that arise in conjunction with the appropriate superintendent, principal, manager or supervisor, as necessary; and
- notify the Associate Directors and *Coordinating Superintendent(s)* of any inappropriate use on any Non-Board Device of which they become aware.

*Associate Directors, Coordinating Superintendent(s), Superintendents, Principals, Managers and Supervisors shall:*

- ensure that all users are compliant with the [Information Access and Privacy Protection](#) policy, procedure and supporting documents and the [Records and Information Management](#) policy, procedure and supporting documents; and
- apply corrective and disciplinary measures, as appropriate, to address violations of this procedure.

*Principals, Managers and Supervisors shall:*

- work in conjunction with staff, parents and students to develop expectations regarding the use of Non-Board Devices;
- communicate expectations to all users;
- where applicable, work in conjunction with staff, students, parents and members of the community, to outline effective use of Non-Board Devices in schools and classrooms;
- ensure staff members adhere to the proper usage of Non-Board Devices when used in any Board facility including the use of any online social networking tools;
- distribute the [Information Technology Acceptable Use Agreement](#) to users;
- ensure clearly defined consequences appropriate to the degree of severity for misuse and/or illegal use of the Board's computing and information technology facilities and resources as stated in the school's code of conduct;
- report abuses of this procedure and corresponding policy to the Chief Technology Strategist; and
- apply corrective and disciplinary measures, as appropriate, to address violations of this procedure.

*Information Technology Services (ITS) shall:*

- not provide technical support to Non-Board Devices with the exception of facilitating network connectivity and access to Board provisioned products and services supporting business and learning continuity where appropriate; and
- enforce password/pin code requirements on non-Board Devices that are syncing to Board technology system(s).

*Instructional staff members shall:*

- advocate for and practice safe, legal and responsible use of communication, information and technology;
- be able to articulate the pedagogical purposes for students utilizing personal technology within their classroom or remotely, area or responsibility;
- communicate with and ensure their principal has approved the use of non-Board devices within the school or learning environment, physically and remotely;
- manage and actively supervise student use of Non-Board Devices within their assigned teaching areas and when acting in a supervisory role;
- make sure all students understand and adhere to this procedure and the Information Technology Acceptable Use Agreement; and

- use this procedure and/or the school's code of conduct when applying consequences for misuse and/or illegal use of the Board's computing and information technology facilities and resources; and if using social networking tools, do so with the appropriate understandings of the effective educational use of these tools, avoiding any personal uses when engaging with students, parents and colleagues for professional purposes.

*Students shall:*

- advocate for and practice safe, legal, and responsible use of information and technology;
- understand and follow the [Information Technology Acceptable Use Agreement](#); and
- only use Board and personal technologies for educational purposes as defined by the teacher and instructional purpose in Board facilities.

*All users shall:*

- understand and adhere to the Use of Non-Board Devices procedure;
- use personal technology in ways that do not disrupt other users or compromise the functionality of the system;
- maintain their password and user identification confidentiality;
- restrict access to their passwords; and
- familiarize themselves with the technology resources provided to them, including system maintenance and administration procedures.

**History**

Working Document: February 2015, May 2018

Revised: November 2015, April 2019, January 2020, March 2021



# Board Procedure #194.2 Password Management

This procedure outlines the appropriate use and maintenance of passwords. It will help users understand why strong passwords are a necessity, and allow users to create passwords that are both secure and useable. This procedure will educate users on the secure use of passwords. This procedure applies to all York Region District School Board students, trustees, staff members, school councils and other authorized individuals who are provided with an account on the Boards network or systems.

## **Application**

### *Password Construction Guidelines*

Passwords should;

- be at least eight characters in length,
- be comprised of a mix of letters, numbers and special characters (punctuation marks and symbols),
- not be comprised of, or otherwise utilize, words that can be found in a dictionary,
- not be comprised of an obvious keyboard sequence (i.e. qwert), and
- not include “guessable” data such as, but not limited to, personal information about yourself, your spouse, your pet, your children, birthdays, addresses, phone numbers, locations.

### *Confidentiality Guidelines*

All users shall adhere to the following confidentiality guidelines with respect to secure passwords. Users must;

- not disclose their passwords to anyone;
- not share their passwords with others (co-workers, supervisors, family etc.);
- not write down their passwords and leave them unsecured;
- not check the ‘save password’ box when authenticating to applications;
- not use the same password for different systems and/or accounts;
- not send passwords via email;
- not re-use passwords;
- change Board passwords every 90 days;
- enroll in the [Board’s Password Self-Management program](#); and
- adhere to criteria for Multi Factor Authentication (MFA) on applications where this is implemented.

Passwords should be considered confidential data and treated with the same discretion as any of the Board’s proprietary information.

It is the responsibility of the user to immediately report any suspicious activity involving his or her password(s) to [servicedesk@yrdsb.ca](mailto:servicedesk@yrdsb.ca). Any request for passwords over the phone or email, whether the request came from Board personnel or not, should be expediently reported.

In the event that a password is suspected to have been compromised, the Enterprise Service Desk Team will request that the user(s) change all his or her passwords.

Violations may result in disciplinary action, which may include suspension, restriction of access, or more severe penalties up to and including termination of employment, as appropriate. Where illegal activities or

theft of Board property (physical or intellectual) are suspected, the York Region District School Board may report such activities to the applicable authorities.

## **Definitions**

### *Authentication*

A security method used to verify the identity of a user and authorize access to a system or network.

### *Password*

A sequence of characters used to authenticate a user to a file, computer, network, or other device. Also known as a pass phrase or pass code.

### *Multi Factor Authentication*

A means of authenticating a user that utilizes two methods: something the user has, and something the user knows. Examples include smart cards, tokens, or biometrics, in combination with a password.

## **Responsibilities**

### *The Director of Education shall:*

- allocate staff and resources to support the Password Management procedure.

### *The Chief Technology Strategist shall:*

- manage any issues that arise in conjunction with the appropriate principal, manager supervisor and senior staff member, where appropriate; and
- ensure that staff members receive a reminder email(s) as the password expiry date approaches in order to provide the user with adequate time to change his or her password.

### *All Board technology and/or technology products and services users shall:*

- adhere to the password construction and confidentiality guidelines.

## **History**

Working Document: February 2015, May 2018

Revised: November 2015, April 2019, January 2020, March 2021



# Board Procedure #194.3

## Board Issued and

### Loan of Board-Owned Technology

### (Staff)

This procedure outlines how staff manages the borrowing of portable Board-owned equipment for non-commercial educational purposes.

#### **Application**

This procedure does not address Board-owned technology that is assigned to staff members through Board supported programs such as Teacher Technology Exchange Program (TTEP), administrator technology and departmental needs.

#### **Responsibilities**

*Associate Directors, Coordinating Superintendent(s), Superintendents of Education, Principals, Managers and Supervisors shall:*

- ensure that Board-owned technology is available for school program or office use during the regular instructional day and for special events;
- facilitate and monitor the loan of Board-owned technology from staff;
- approve requests from staff to borrow Board-owned technology ensuring that;
  - the time period for a loan is reasonable,
  - all technology is in the school during the regular instructional day,
  - the loan of Board-owned technology to staff, although it may be longer during school holidays, including the summer, does not interfere with summer school or the regular summer servicing of the technology, and
  - it is not loaned to staff who repeatedly damage or misuse the technology;
- keep a record of all borrowed technology on file in the school or workplace including;
  - a description of the technology,
  - the serial number,
  - the date of the loan,
  - a signature of the borrower,
  - the date of return, and
  - confirmation that the item has been returned; and
- ensure that records of borrowed Board-owned technology are made available upon request to representatives from Business Services or the Board's external auditors.

*Information Technology Services shall:*

- ensure Board-owned technology that has been lost or damaged and requires replacement be valued fairly for insurance purposes, where applicable.

*Staff shall:*

- ensure Board-owned technology is used in accordance with the [Appropriate Use of Technology](#) policy and procedure.
- not use Board technology for commercial purposes; only borrow Board-owned technology with the prior approval of their immediate supervisor;
- return all Board-owned technology as agreed upon or upon request by their immediate supervisor;
- assume responsibility for taking appropriate measures to safeguard Board technology. If the loaner device is stolen or lost away from their work location, and appropriate measures were not taken to safeguard the device, staff may be held financially responsible for reimbursing the Board; and
- understand that the privilege of borrowing Board-owned technology may be revoked if damage or misuse of technology occurs.

**History**

Approved: 1995

Working Document: April 2012, May 2018

Replacing Policy and Procedure: #440.0 Loan of Board-Owned Equipment (Staff)

Revised: 2001, 2007, February 2013, April 2019, January 2020, March 2021





# Board Procedure #194.4 Loan of Board-Owned Technology (Students)

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The York Region District School Board supports the loan of portable Board-owned technology to students for non-commercial educational purposes as part of the school program, including technology purchased through Special Technology Amount (SEA).

## **Application**

This procedure outlines how staff manages the loan of Board-owned technology for non-commercial educational purposes to students.

## **Responsibilities**

*The Associate Directors of Education, Coordinating Superintendent(s) of Education and Superintendents of Education shall:*

- support the implementation of the Loan of Board-Owned Technology (Students) procedure.
- support principals in the loan of Board-owned technology to students.

*Principals shall:*

- ensure that loaned technology is available for school program or office use during the regular instructional day;
- facilitate and monitor the loan of Board-owned technology by students;
- approve requests from students to borrow Board-owned technology to be used as part of the instructional program and ensure that;
  - the time period for a loan of technology, other than special education technology purchased to support an individual student's learning needs, shall be no longer than one evening or one weekend during the school year so that all technology is in the school during the regular instructional day,
  - the loan of Board-owned technology to students does not interfere with other programs or the regular servicing of the technology,
  - a record is kept of all borrowed technology on file in the school (including a description of the technology with the serial number, the date of the loan, the signature of the borrower of the technology, the date of return and confirmation by the principal that the item has been returned in working order),
  - records of borrowed Board-owned technology are made available upon request to representatives from Business Services or the Board's external auditors, and
  - parents sign a [letter](#), provided by the Board's Student Services Department, acknowledging their responsibilities for special education technology that was purchased by the Board to support their child's learning needs; and
- assist with investigation cases of lost or damaged technology.

*Information Services shall:*

- ensure Board-owned technology that has been lost or damaged and requires replacement be valued fairly for insurance purposes, where applicable.

*Students shall:*

- ensure that Board technology is used in accordance with the, Appropriate [Appropriate Use of Technology](#) policy and procedure.
- only borrow Board-owned technology with the prior approval of their school principal;
- not use Board-owned technology for commercial purposes;
- return all Board-owned technology loaned to them as agreed upon or upon request by their principal;
- if over the age of 18 or withdrawn from parental control;
  - sign a [letter](#) provided by the principal acknowledging their responsibilities for safeguarding borrowed technology against loss or damage,
  - understand that the privilege of borrowing Board-owned technology may be revoked if repeated damage or misuse of technology occurs, and
  - understand that they may be held financially responsible for reimbursing the Board.

*Parents shall:*

- ensure that Board technology is used in accordance with the Appropriate [Use of Technology](#) policy and procedure.
  - be responsible for taking appropriate measures to safeguard Board technology, both loaned or SEA devices. If the Board device is stolen or lost away from their school location, and appropriate measures were not taken to safeguard the technology, parents may be held financially responsible for reimbursing the Board;
- understanding that special education technology, purchased by the York Region District School Board to support the program needs of their child;
  - remains the property of the Board while the student is enrolled in a public school in York Region,
  - remains the property of the Board if the student transfers to a private school or to home schooling as we do not transfer here in compliance with SEA guidelines,
  - becomes the property of another school board in Ontario if their child transfers out of the York Region District School Board and the receiving school board requests the technology, and
  - remains the property of the York Region District School Board once the child graduates from a public school in York Region or if the child moves out of the province of Ontario.

## **Definitions**

### *Special Equipment Amount (SEA)*

Provides funding to school boards to assist with the costs of equipment essential to support students with special education needs where the need for specific equipment is recommended by a qualified professional. This equipment is to provide students with accommodations that are directly required and essential to access the Ontario curriculum and/or a board determined alternative program and/or course and/or to attend school." ([Special Education Funding Guidelines: Special Equipment Amount \(SEA\) 2016-2017.](#))

## **History**

Approved: 2007

Working Document: April 2012, May 2018

Replacing Policy and Procedure: #441.0 Loan of Board-Owned Equipment (Students)

Revised: February 2013, April 2019, January 2020, March 2021