

## **Staff Responsible Use of Technology Agreement**

### **Purpose**

This document outlines the principles of **digital citizenship** for staff, guiding them in using technology responsibly and ethically. It emphasizes key aspects of digital citizenship, such as online safety, privacy, respect for creative work, and positive engagement with others in online spaces. Defining acceptable and unacceptable technology practices aims to foster a safe and productive digital learning environment for all. This document acts as an agreement between the Division and staff to uphold these principles and promote responsible technology usage.

### **Principles**

Staff understand that they are responsible for safely, ethically, and respectfully using technology. This includes:

#### **Protecting my privacy and the privacy of others**

- I will protect my personal information, including my passwords, accounts, and digital documents.
- I will make informed decisions about what I share online and communicate with others carefully.
- I will respect the privacy of others and not attempt to access or impersonate their accounts or persons.
- I will report any inappropriate behaviour directed at me or others online.
- I will report any suspicious activity to the Technology Department.
  
- I will not store student or Division information on a personally owned (non-Division managed) device.

#### **Respecting creative work and intellectual property**

- I will properly cite all sources, including the use of artificial intelligence.
- I will validate information and acknowledge all primary and secondary sources.
- I will be mindful of copyright laws to avoid copyright infringement.
- I will be transparent about the use of any digital resources, including artificial intelligence, in teaching and/or duties.

#### **Promoting positive online interactions**

- I will communicate respectfully with others online.
- I will be a responsible member of online communities and contribute positively to discussions.
- I will treat everyone with respect, even if I disagree with them.

- I will consider the impact of the information, images, and personal information I post about myself and others.
- I will show respect for others by avoiding websites and applications that are degrading, pornographic, racist, hate-filled, or otherwise inappropriate.
- I will always obtain permission before posting any content (images, text, audio, video, etc.) about others online.

### Using technology for professional purposes

- I will use technology to create, facilitate, and make a positive difference.
- I will treat school technology with respect and report any damages.
- I will continuously learn about new technologies and how to use them effectively and ethically.
- I will use technology to support and enhance my professional responsibilities while maintaining the highest standards of professional judgment.
- I will adhere to *AP143 - Procurement and Maintenance of Technology*, when considering acquiring technology for my professional duties.

### Maintaining a healthy balance

- I will understand how technology can affect my physical, mental, and emotional well-being.
- I will balance my technology use with other activities.

### Irresponsible Uses of Technology

Staff understand that the following actions are unacceptable:

- Attempting to bypass security settings and filters.
- Installing or using illegal software or files, including copyright-protected materials and unauthorized software.
- Sending or distributing hateful, discriminatory, or harassing digital communications.
- Using technology to harass, intimidate, or threaten others. Posting any content (images, text, audio, video, etc.) about others online without their permission.
- Presenting someone else's work as your own, including artificial intelligence

If the unacceptable actions above are carried out, consequences may include a loss of technology privileges, disciplinary action, financial compensation, and/or appropriate legal action, including consequences outlined in *AP 401 - Staff Code of Conduct*.

### Expectations

This document is included in the Division's employee hiring package, which acknowledges consent to the above. All staff, including volunteers, must be made aware of this document before utilizing Division technology.

By acknowledging this document, you are also recognizing the terms set in the following additional Administrative Procedures:

- Administrative Procedure 140 - Responsible Use of Technology;
- Administrative Procedure 143 - Procurement and Maintenance of Technology;
- Administrative Procedure 145 - Use of Personal Mobile Devices;
- Administrative Procedure 146 - Responsible Use of Social Media; and
- Administrative Procedure 401 - Staff Code of Conduct.

Reference: Freedom of Information and Protection of Privacy Act Criminal Code (Canada)  
ISTE DigCit Competencies  
Digital Citizenship in Action  
ISTE Creating Effective Responsible Use Policies in Schools document  
The Digital Citizenship Handbook for School Leaders  
Ethics in a Digital World  
Deepening Digital Citizenship: A Guide to Systemwide Policy and Practice  
Los Angeles Unified School District Responsible Use Policy  
Multiple Alberta Divisions Responsible Use Policies

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