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## DIGITAL TECHNOLOGY

### Background

The use of digital devices provides an additional opportunity for relevant, challenging, life-based learning for all staff and students, with the objective of improving student learning, instructional processes and staff workflow. The Division endorses the use of technology to support teaching and learning through the installation of a computer network that links schools and provides access to Supernet and public networks.

### Procedures

1. All students and staff will have the opportunity within available resources to access devices in a manner that allows the development of digital literacy skills, interests and talents to become effective communicators and achieve the desired outcomes.
  - 1.1 All students and staff will have an opportunity to develop digital literacy skills.
  - 1.2 Digital devices are tools to complement and enhance the Alberta Education Program of Studies and to facilitate the integration of subject areas where appropriate.
  - 1.3 The development of citizenship in a digital age by the development of digital literacy skills and knowledge by students will be done in an appropriately sequenced manner throughout all program levels.
  - 1.4 Equitable student access to digital devices in all schools will reflect standardized program objectives and access will also reflect the needs of individual school programs.
  - 1.5 School staff will ensure that students who are allowed to use GYPSDnet and connected services are supervised and are operating within clearly stated and written instructions defining the limits of the assignment.
  - 1.6 All Division staff and students must sign and submit AP 140-1. In addition, they must receive training regarding procedures, ethics and security involving the use of GYPSDnet and connected services before receiving an account name and password allowing them to use the system.
2. The planning and establishment of an effective computer network in Division schools is necessary for the provision of the means to access current technology as an additional vehicle to allow students to have the opportunity to meet the standards of education set by the Minister.
  - 2.1 A long-range Division Computer Technology Plan will be developed as part of the Three Year Education Plan.
  - 2.2 In the long-range Division Computer Technology Plan sufficient resources will be directed to the administrative, support and maintenance, and the curriculum areas.
  - 2.3 Long-range plans will include provisions for new hardware acquisition, hardware upgrading, existing hardware reconditioning and re-designation, software copyright

- and licensing, teacher resource materials, and facilities upgrading, while acknowledging the financial limitations within a given fiscal year.
- 2.4 Hardware/software acquisition planning will reflect program objectives and hardware selection will be based on compatibility with existing system, pedagogical value and the most cost effective solution for the program area must be considered.
3. The principal has the responsibility to effectively manage and utilize digital resources in their school in order to maximize student learning opportunities.
    - 3.1 Principals will ensure that digital technology is effectively integrated in curriculum development.
    - 3.2 Principals are responsible for staff development to ensure effective utilization of available digital technologies.
    - 3.3 Principals are responsible for authorizing staff access to program platforms.
    - 3.4 Principals are responsible to ensure procedures regarding the means by which staff and students are allowed to access to GYPSDnet and connected services are followed.
    - 3.5 Principals will ensure that digital equipment considered stand alone, that is not connected to GYPSDnet:
      - 3.5.1 May be loaned according to the school/Division loan procedures.
      - 3.5.2 Equipment borrowed from the school/Division will be the responsibility of the borrower. Repairs for damage and replacement for loss will be the responsibility of the borrower.
    - 3.6 Digital equipment directly connected to the GYPSDnet cannot be disconnected and moved to another location without the permission of the Technology Department.
  4. Central coordination of computer resources is essential to the development and maintenance of an effective computer network.
    - 4.1 Computer hardware, software and network technology standards are defined by the Technology Department.
    - 4.2 Purchasing, upgrading, deployment and installation will be planned and executed at the Division level.
    - 4.3 Principals will coordinate all purchases associated with digital technology and software with the Technology Department.
    - 4.4 Only Division or school-owned software programs will be installed on Division computer equipment.
    - 4.5 Software installation must be done in consultation with the certified technical staff from the Technology Department and must be carried out in a manner consistent with established practice.
    - 4.6 Software in use will be utilized only within the framework of purchase or license and copyright agreements.
  5. In the interest of developing socially responsible citizens who carry out their activities with honesty and integrity, staff and students must commit themselves to the legal and ethical use of digital technologies and the GYPSDnet.
    - 5.1 All staff and students will adhere to Division security procedures.

- 5.2 GYPSDnet will not be used for private or business use or for political purposes.
  - 5.3 Users will keep all accounts and passwords confidential and not accessible to others.
  - 5.4 Users may not share their account with anyone or leave the account open or unattended.
  - 5.5 Using programs that harass GYPSDnet users or infiltrate a computing system and/or damage the software components is prohibited.
  - 5.6 Principals will ensure that students will receive integrated annual lessons on digital citizenship.
  - 5.7 The Division network storage areas provided for individual users are not private property. Division network administrators may review user files and communications to maintain system integrity and ensure Division staff and students are using the system in an ethical and responsible manner.
  - 5.8 The Division will ensure the privacy of student and staff member files and e-mail within the framework of security procedures.
  - 5.9 The Division assumes no responsibility or liability if documents stored on Division equipment are lost or damaged.
  - 5.10 The Division assumes no responsibility or liability for security violations beyond the appropriate response to those persons involved in such violations.
  - 5.11 Division staff, upon lay-off without recall or leaving employment with the Division, will have their access to Division platforms terminated immediately, unless otherwise approved by the Superintendent prior to the last day of employment.
6. It is recognized that, in connecting with public networks, staff and students may have access to socially inappropriate materials. Every reasonable precaution will be taken to restrict access to controversial or socially inappropriate materials.

Reference: Section 31,32,33,52,53,196,197,222 Education Act  
Freedom of Information and Protection of Privacy Act  
Canadian Charter of Rights and Freedoms  
Canadian Criminal Code  
Copyright Act  
I.T.I.L. Standards, Alberta Education ATA  
Code of Professional Conduct

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