Swan Valley School Division
Ready to Succeed

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DIGITAL CITIZENSHIP

Guiding Principles

Digital citizenship competencies are essential if students are to live, learn and thrive within a 21st Century Global Society. The Swan Valley School Division is committed to supporting staff and students in this pursuit.

Information Communication Technology (ICT) within schools is much more than just hardware, software and electronic connectivity. Its use involves technical skill development, effective communication, critical thinking and innovation, cooperation, collaboration and creation opportunities, as well as heightened personal and social responsibility.

The Swan Valley School Division believes that effective use of ICT enhances teaching and learning which leads to the development of learners who approach problems creatively, think more critically, collaborate more skillfully and communicate with higher levels of precision.

This administrative procedure affirms that within the digital technology context, individual worth and dignity for each person is foundational. All members of the Swan Valley School Division community are expected to use digital technology in a safe, respectful, responsible and ethical manner.

Definitions

Classroom Community

Any environment, physical or virtual, where a cohort of students is under direct or indirect supervision of a teacher.

Digital Citizenship

The concept includes responsible, ethical and safe use of ICT as members of society and citizens of the global community.

Digital Citizenship includes the ability to do the following:

- make informed ethical and responsible decisions about how to use ICT
- think critically about the information and media encountered
- communicate, cooperate and collaborate effectively with others

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- apply creativity to solve problems (take action, plan, design and construct)
- participate with confidence and safety in the digital environment
- know which critical questions to ask in order to be informed, thoughtful and ethical consumers

Digital Citizenship includes personal and social responsibility as follows:

- Personal responsibility is taking responsibility for one's actions, being self-regulating, making ethical decisions in complex situations, accepting consequences, and understanding how one's actions affect others.
- Social responsibility is considering the perspective of and being able to empathize with others. It recognizes and appreciates diversity, defends human rights, solves problems in peaceful ways, and contributes positively in social, cultural, and ecological contexts.

School Community

All people who have influence on the learning environment, including but not limited to board members, administrators, teachers, students, clinicians, support staff, parents and guardians, volunteers, guests and governmental and non-governmental partners.

School Environment

Any setting, physical or virtual, where a cohort of students is under direct or indirect supervision of a school representative.

Support Staff

This includes but is not limited to educational assistants, school administrative secretaries, custodians, library assistants and bus drivers.

Policy Statements

The Swan Valley School Division is committed to supporting staff and students in full, constructive and creative participation in 21st Century living and learning. Within the mandate of Public Education and available resources, support for ICT includes resourcing of classrooms, training for administrators, teachers and support staff, guidelines for personal device usage within schools and communication processes for

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students, parents/guardians and the wider community. SVSD ICT systems are solely intended to serve student learning and the operation of the organization.

The SVSD is not responsible for loss/theft/damages incurred to personal ICT devices including physical or data damage.

Resourcing of Classrooms

Schools and teachers will be provided with established guidelines for Digital Citizenship. Within available resources, appropriate ICT supports including infrastructure, hardware, software, curriculum materials, staff training and community liaison will be provided for student instruction with a commitment to equity and inclusion for all learners.

Training for Administrators, Teachers and Support Staff

Professional development and training designed to ensure appropriate and effective use of ICT will be provided to SVSD staff.

Guidelines for Technology Device Usage - Technical

All devices must be compliant with Swan Valley School Division's infrastructure.

Guidelines for Ethical Technology Device Usage

 Respect for Human Diversity administrative procedure and SVSD Administrative Procedure, Safe, Caring Schools Provincial Code Appropriate Interventions, and Disciplinary Consequences provide the framework for the ethical use of ICT. SVSD ICT systems are solely intended to serve student learning and the operation of the organization.

Communication Processes

All members of the Swan Valley School Division community are expected to participate, as is appropriate to each particular role and function, in ongoing communication regarding Digital Citizenship and ICT use. Specific roles and responsibilities for communication can be found in Section IV of this administrative procedure.

Guidelines, code of conduct and consequences will be communicated to students.

The responsibility of this communication will be as follows:

- School administrators are responsible for acceptable technology use within the school environment.

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- Teachers are responsible for acceptable technology use within the classroom community.
- Substitute Teachers are responsible for acceptable technology use within the classroom community.
- Support staff are responsible for supporting acceptable technology use within the school environment.

Communication Processes for Parents/Guardians

Guidelines, code of conduct and consequences will be communicated to parents/guardians.

The responsibility of this communication will be as follows:

- School administrators are responsible for acceptable technology use within the school environment.
- Teachers are responsible for acceptable technology use within the classroom community.
- Substitute Teachers are responsible for acceptable technology use within the classroom community.
- Support staff are responsible for supporting acceptable technology use within the school environment.

Communication Processes for Wider Community

Guidelines, code of conduct and consequences with be communicated to the wider community via each school's regular communication venues which will include but are not limited to online presence and contact with school administration.

Roles and Responsibilities

Department of Education

Provides a framework for Digital Citizenship to school boards and school division staff designed to support the development and implementation of Digital Citizenship policies.

School Boards

- models Digital Citizenship through ethical, effective and respectful use of ICT;
- are responsible for establishing a Digital Citizenship Policy, in consultation with its communities and stakeholders, which complies with legislation and Manitoba Education and Advanced Learning Guidelines;
- within available resources, provides appropriate ICT supports including infrastructure, hardware, software, curriculum materials, staff training and

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- community liaison for instruction with a commitment to equity and inclusion for all learners;
- within available resources, provides staff professional development and training designed to ensure appropriate and effective use of ICT;
- supports school established guidelines for personal technology devices as per grade level recommendations;
- supports school established guidelines for technology use outside the classroom;
- supports classroom guidelines for technology usage as established by individual teachers;
- supports efforts to bring Digital Citizenship and ICT learning opportunities to the wider community;
- is responsible to ensure regular policy review.

School Administrators

- model Digital Citizenship through ethical, effective and respectful use of ICT;
- participate in appropriate/relevant professional development and training aimed to develop competence in the area of ICT usage and Digital Citizenship;
- participate in professional development and training designed to equip school administrators to lead the school community in the area of ICT;
- are responsible for encouraging professional development, enhancing divisional materials and resources within the school and for providing on-going support to teachers, other staff, students and the school community in area of ethical, effective and respectful use of ICT;
- are responsible for communicating and reinforcing expectations of Digital Citizenship Policy to teachers, other school staff, students and the wider school community;
- set standards for student conduct;
- develop in-school procedures and protocols for addressing unacceptable conduct or discrimination within the digital context;
- maintain appropriate records at the school;
- facilitates Digital Citizenship and ICT learning opportunities for parents and guardians and the wider community;
- ensure that volunteers are made aware of divisional policy regarding Digital Citizenship and support volunteers in modelling ethical, effective and respectful use of ICT;
- school Administrators will lead staff in creation of guidelines for Information Communication Technology (ICT) use outside the classroom. Guidelines should include the following:

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- designating restricted areas for use,

- designating restricted times for use,

- defining Digital Citizenship within your school,

- establishing guidelines for personal technology devices as per grade level recommendations.

Elementary – SVSD devices are to be used in the classroom for learning. Students should not bring personal devices to school except in exceptional situations as supported by the classroom teacher.

Middle Years - SVSD devices are to be used in the classroom for learning. Students are allowed to use personal devices as supported by the classroom teacher for positive education benefits and guided classroom instruction. The use of personal devices should promote learning in new and innovative ways.

Senior Years - SVSD devices are to be used in the classroom for learning. Students are encouraged to use personal devices as supported by the classroom teacher for positive education benefits and guided classroom instruction. The use of personal devices should promote learning in new and innovative ways.

Establishing consequences for misuse of technology outside the classroom

Supporting individual teacher classroom guidelines for ICT use

Conducting an annual review of ICT guidelines for use outside the classroom in collaboration with staff

Formally communicating with students, parents/guardians and the wider school community guidelines for ICT use once each year as classes resume for September

Teachers

- Model Digital Citizenship through ethical, effective and respectful use of ICT.
- Are responsible for communicating and reinforcing expectations of Digital Citizenship and ICT usage.
- Support and empower students in development of ethical, respectful and effective Digital Citizenship.
- Have a duty to report matters of cyberbullying to the principal whether it is believed to be happening in the school or outside of regular school hours.

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- Participate in appropriate/relevant professional development and training aimed to equip teachers in the area of ICT usage and Digital Citizenship.
- Individual teachers will clearly communicate classroom/course guidelines for appropriate use of ICT within each class/course taught.

Guidelines for classroom ICT usage should include the following:

- establishing, implementing and communicating Digital Citizenship guidelines to students within the classroom/course community;

- designating restricted times for use;

- establishing consequences for misuse of ICT within the classroom;

- communicating with parents/guardians and the wider school community guidelines for technology use specific to the class/course;

- communicating established classroom/course ICT guidelines to Substitute Teachers;

- using technology devices solely for the support of positive educational purposes;

- using technology devices as a means of communication for the safety of the school community.

Substitute Teachers

- Model Digital Citizenship through ethical, effective and respectful use of ICT
- Substitute Teachers will reinforce classroom/course guidelines for appropriate use of ICT within each class/course taught.

This support should include the following:

- adhering to classroom/course policies for ICT use specific to the class/course;
- monitoring Digital Citizenship within the classroom community;
- communicating, as is appropriate, school community guidelines for ICT use;
- supporting consequences for inappropriate use of ICT within the school;
- using technology devices solely for the support of positive educational purposes;
- using technology devices as a means of communication for the safety of the school community.

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Support Staff

- Model Digital Citizenship through ethical, effective and respectful use of ICT
- Support Staff will reinforce classroom/course guidelines for appropriate use of ICT within each class/course taught. This support should include the following:
- Communicating, as is appropriate, school community guidelines for ICT use
- Supporting consequences for inappropriate use of ICT within the school
- Monitoring Digital Citizenship within the school environment
- As provided, to participate in appropriate/relevant professional development and training aimed to develop competency in the area of ICT usage and Digital Citizenship
- Using technology devices solely for the support of positive educational purposes
- Using technology devices as a means of communication for the safety of the school community

Students

- As is appropriate to age and development, are responsible for monitoring their own interactions and conduct in ways that model Digital Citizenship through ethical, effective and respectful use of ICT.
- Students will adhere to specific classroom/course guidelines established for appropriate use of ICT.

 Adherence should include the following:

- using technology devices solely for positive educational purposes;
- using technology devices as a means of communication for the safety of the school community;
- adhering to guidelines for personal technology devices as per grade level recommendations.

Elementary – SVSD devices are to be used in the classroom for learning. Students should not bring personal devices to school except in exceptional situations as supported by the classroom teacher.

Middle Years - SVSD devices are to be used in the classroom for learning. Students are allowed to use personal devices as supported by the classroom teacher for positive education benefits and guided classroom instruction. The use of personal devices should promote learning in new and innovative ways.

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Senior Years - SVSD devices are to be used in the classroom for learning. Students are encouraged to use personal devices as supported by the classroom teacher for positive education benefits and guided classroom instruction. The use of personal devices should promote learning in new and innovative ways.

Complying with consequences for inappropriate use of ICT within the school.

Parents and Guardians

- Parents and Guardians are expected to model Digital Citizenship through ethical, effective and respectful use of ICT and to encourage their children to become good Digital Citizens.
- Are to be aware of SVSD Digital Citizenship administrative procedure.
- Have a responsibility to cooperate fully with teachers and other school/division employees to ensure their child complies with school/division discipline and behaviour management Policies and the School Code of Conduct.
- Parents and Guardians are asked to support school and classroom/course guidelines for appropriate use of ICT.

This support should include the following:

  o regular review of communication from the school and classroom teachers regarding Digital Citizenship and ICT usage;
  o adherence to restricted times for use when communicating with students;
  o supporting consequences for inappropriate ICT use within the school;
  o using technology devices in the support of positive educational purposes or as a means of communication for the safety of the student only;
  o adhering to guidelines for personal technology devices as per grade level recommendations.

Elementary – SVSD devices are to be used in the classroom for learning. Students should not bring personal devices to school except in exceptional situations as supported by the classroom teacher.

Middle Years - SVSD devices are to be used in the classroom for learning. Students are allowed to use personal devices as supported by the classroom teacher for positive education benefits and guided classroom instruction. The use of personal devices should promote learning in new and innovative ways.

Senior Years - SVSD devices are to be used in the classroom for learning. Students are encouraged to use personal devices as supported by the classroom teacher for

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positive education benefits and guided classroom instruction. The use of personal devices should promote learning in new and innovative ways.

Remaining mindful that the SVSD is not responsible for loss/theft/damages incurred to personal ICT devices including physical or data damage.

Social Media Usage Recommendations for Parents

- Before posting photographs, and/or videos, permission SHALL be pursued from the subjects contained within said material. This is especially the case where photographs and/or videos include other parents/guardians, students, and staff members. No photographs of SVSD students, with the exception of a **parent's/guardian's own children** are to be posted.

- Parents/guardians are advised that reports of cyber bullying and other technology abuses may result in notification to the RCMP or other relevant authorities.

- Parents/guardians are encouraged to have regular proactive discussions with their children around their use of technology, the internet, and social media applications; including their expectations on how they should act when using social media.

- Parents/guardians are encouraged to speak to their children and ensure them that it is safe for them to speak to you when they experience troubles and/or inappropriate social media comments/concerns.

Volunteers

- Model Digital Citizenship through ethical, effective and respectful use of ICT.
- Encourage students to become good digital citizens.
- Are to be aware of SVS administrative procedure Digital Citizenship and ICT usage.
- Volunteers are expected to support school and classroom/course guidelines for appropriate use of ICT.

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This support should include the following:

- adhering to restricted times for use;
- supporting consequences for inappropriate ICT use within the school;
- using technology devices in the support of positive educational purposes or as a means of communication for the safety of the student only;
- adhering to guidelines for personal technology devices as per grade level recommendations.

Elementary – SVSD devices are to be used in the classroom for learning. Students should not bring personal devices to school except in exceptional situations as supported by the classroom teacher.

Middle Years - SVSD devices are to be used in the classroom for learning. Students are allowed to use personal devices as supported by the classroom teacher for positive education benefits and guided classroom instruction. The use of personal devices should promote learning in new and innovative ways.

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