

Public School Network Access and Use Policy

Nova Scotia Department of Education

October 7, 2011

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This policy replaces the Public School Network Access and Use Policy (2008).

1 POLICY STATEMENT

Students in public schools in Nova Scotia will access and use information from a variety of sources, including the Internet, to collaborate with peers and experts, and to support and extend their learning as prescribed in Public School Programs. School Board Staff will use public school Networks to fulfill requirements of their employment and for professional learning. Access and use of Networks will allow Users to access local, national, and international electronic information sources. Access to information, collaboration, and creation of digital resources are vital to intellectual inquiry and achievement of learning outcomes. This policy is intended to provide a balance between access and risk.

2 DEFINITIONS

In this Policy,

Consent means written informed consent in advance by the parent or legal guardian of Users under 19 years of age or by Users themselves if 19 years of age or over;

Department means the Nova Scotia Department of Education;

EDnet means a wide area network that provides data communications services to schools, libraries and related institutions for connection to the public Internet, online education, and administrative applications;

Personal Information means information about an identifiable individual, including records containing:

- the individual's name, address or telephone number
- the individual's race, national or ethnic origin, colour, or religious or political beliefs or associations
- the individual's age, sex, sexual orientation, marital status or family status
- an identifying number, symbol or other particular assigned to the individual
- the individual's fingerprints, blood type or inheritable characteristics
- information about the individual's health-care history, including physical or mental disability
- information about the individual's educational, financial, criminal or employment history
- anyone else's opinions about the individual, and

- the individual's personal views or opinions, except if they are about someone else

Internet means the public Internet;

Intranet means private networks that are not accessible to the general public except by those who are authorized to have access;

Network means any or all of a public school system local area network, EDnet, or the Internet;

Policy means this Public School Network Access and Use Policy;

Publish and **Publication** mean to release or make accessible to publics beyond those involved in the student's learning program and the student's parent/guardian. Published information may include a student's Personal Information and/or Student Work;

School Board Staff means teachers and all other employees of a school board;

School Board Policy means the school board policy respecting public school Network access and use;

Student Work means the intellectual property created by the student;

User means any teacher, other School Board Staff, student, board member, parent, volunteer, or school advisory council member, or any other person given authorized access to a Network in respect to the provision of the *Public School Programs* of Nova Scotia or to provide authorized services.

3 POLICY OBJECTIVES

The objectives of this Policy are to

- provide guidelines for the use of Networks by Users
- ensure that Users have information which encourages them to respect privacy, copyright, and the intellectual property of others
- clarify responsibilities related to Network use in public schools and for distributed learning
- ensure that Networks and associated technology are used for intended purposes
- provide guidelines to respond to inappropriate uses
- balance access to risk associated with Network access and use

4 APPLICATION

This Policy applies to all Users of the Network.

5 POLICY DIRECTIVES

School Boards

Every school board will develop or revise and Publish a School Board Policy that is consistent with this Policy for all schools and other sites under its management and control. School boards will distribute the School Board Policy to those employed and served by each school board, to those external partners and service providers who access the Network from school board locations, and the Corporate Policy Branch of the Department.

Director, Learning Resources and Technology Services, Nova Scotia Department of Education

The Director, Learning Resources and Technology Services Division of the Department of Education, is responsible to ensure compliance with this Policy by Distributed Learning courses authorized by the Department of Education.

6 POLICY GUIDELINES

With the guidance and instruction of teachers, student Users may retrieve, process, create, communicate, and evaluate electronic information; and collaborate via the Network to pursue the curriculum outcomes of the *Public School Programs* of Nova Scotia.

It is expected that student Users will access teacher-previewed, recommended, or evaluated information systems and sources in structured ways for instructional and curriculum purposes. It is expected that student Users will access other sources in accordance with the Policy.

Network services available to teachers, other School Board Staff, and other authorized Users must be used in accordance with the Policy to perform their work.

7 ACCOUNTABILITY

The Department is responsible for

- communicating this Policy to each school board
- managing the EDnet Network in accordance with this Policy
- ensuring that the Publication of students' Personal Information and Student Work included in Department of Education materials or Publications is done only with written, informed Consent
- Distributed Learning implementation and compliance with this Policy

The School Board is responsible for

- providing professional development opportunities to help teachers integrate the Network within the curriculum
- developing, implementing, and enforcing a School Board Policy for Users, consistent with this Policy
- informing Users about the School Board Policy, and the school board's roles and responsibilities in the implementation and maintenance of the School Board Policy
- ensuring that use of Networks is consistent with the Provincial School Code of Conduct Policy
- ensuring that unacceptable conduct is addressed according to the Provincial School Code of Conduct Policy
- facilitating set-up of Network access accounts for students, teachers, school board staff, and other Users
- ensuring that the terms of license agreements between software vendors and the school board are observed
- ensuring that the Publication of students' Personal Information and Student Work within its Publications is done with Consent (Appendix B Sample Consent for Publication of Student Personal Information and Student Work).

The School Principal is responsible for

- providing professional development opportunities to help teachers integrate the Network within the curriculum
- informing Users about and ensuring compliance with the School Board Policy
- ensuring that use of Networks is consistent with the Provincial School Code of Conduct Policy
- ensuring that unacceptable conduct is addressed according to the Provincial School Code of Conduct Policy
- communicating with students, teachers, other school authorized Users, and parents, the purposes, benefits, and risks associated with the use of Network resources
- maintaining records of Consent (Appendix B Sample Consent for Publication of Student Personal Information and Student Work)
- ensuring that the Publication of students' Personal Information and Student Work within its Publications is done with Consent (Appendix B Sample Consent for Publication of Student Personal Information and Student Work)
- facilitating access to completed records of Consent (Appendix B Sample Consent for Publication of Student Personal Information and Student Work) for Publications of the School Board
- advising parents/guardians annually that they may change the completed record of Consent (Appendix B Sample Consent for Publication of Student Personal Information and Student Work)
- ensuring that the terms of license agreements between software vendors and the school are observed
- facilitating staff development related to access to the Network, and the curricular, teacher professional, student, and school authorized Users' use of the Network.

The Teacher is responsible for the overall management of student use of a Network within their assigned teaching areas or when acting in a supervisory role and instructing students on the appropriate use of the Network, including but not limited to:

- providing students with clear direction and expectations of compliance with the School Board Policy
- ensuring that use of Networks is consistent with curriculum outcomes of the Public School Programs
- ensuring that use of Networks is consistent with the Provincial School Code of Conduct Policy
- ensuring that unacceptable conduct is addressed according to the Provincial School Code of Conduct Policy
- previewing and evaluating learning resources including Internet sites prior to recommending them for student use
- directing students to previewed and recommended Internet resources integrated within the curriculum and instructional program
- supervising student access to Networks
- ensuring students use the Network to conduct independent curriculum research and learning collaborations safely and ethically

- ensuring that Consent (Appendix B Sample Consent for Publication of Student Personal Information and Student Work) has been obtained prior to teacher Publication of students' Personal Information or Student Work
- informing students about, modeling, and requiring good behaviour regarding copyright and intellectual property
- alerting students to the dangers of making available Personal Information over the Internet
- maintain appropriate professional learning and work relationships with students and others who use the Network
- complying with the School Board Policy.

The Student is responsible for

- following the School Board Policy as part of curriculum learning activities
- using Networks in accordance with the Provincial School Code of Conduct Policy
- compliance with copyrighted works and respecting their own and others' intellectual property
- maintaining appropriate teaching and learning relationships with teachers, students and others who use the Network
- reporting immediately to the teacher or other authority any inappropriate content or communication that makes the student feel uncomfortable
- reporting immediately to the teacher or other authority attempts by an unauthorized/inappropriate person or someone unknown to the student to arrange a meeting with the student

All Users are responsible for

- using Networks in accordance with School Board Policy and procedures and relevant federal and provincial laws
- using the Network in a responsible and ethical manner consistent with the educational and information purposes for which it is provided
- using only those technologies and Networks for which they have authorization, whether those technologies and Networks are located at the public school or at any other location
- maintaining appropriate professional learning, and work relationships with all people who use the Network
- exercising caution when releasing one's own or another person's Personal Information to any person or electronic system
- posting only with Consent Personal Information of other persons where it can be viewed over the Internet
- not using technology at any location for the purposes of bullying or harassment
- not causing disruption of Networks
- not attempting to access or make public, the private or personal materials, information, or files of others without appropriate authorization

- not vandalizing, damaging, or disabling the work of another individual or organization
- not accessing, manipulating, altering, or attempting to damage, disable, or destroy technology or files belonging to others
- not accessing, creating, soliciting, communicating or distributing harassing, pornographic, obscene, racist, sexually explicit, or threatening material, imagery, or language
- installing only authorized software
- not using the Network for commercial purposes
- reporting suspected vandalism, unauthorized file access, or inappropriate use of the Network to a teacher, principal or appropriate School Board office personnel
- compliance with Canadian copyright and respecting their own and others' intellectual property

8 CONSEQUENCES OF UNACCEPTABLE USE

A student User who violates this Policy or a School Board Policy is subject to appropriate disciplinary action, in accordance with the applicable disciplinary procedures and School Code of Conduct.

Teachers and other School Board staff members who violate this Policy or a School Board Policy are subject to appropriate disciplinary action, up to and including discharge.

As a result of such violations, Users may lose access to Networks.

When appropriate, law enforcement agencies may be involved.

9 MONITORING

The Deputy Minister of Education is responsible for monitoring overall compliance with this Policy.

The Superintendent of each school board is responsible for monitoring compliance with this Policy and the School Board Policy.

The Principal of each school is responsible for compliance with the School Board Policy.

The Director, Learning Resources and Technology Services shall monitor this Policy. This responsibility includes evaluating the suitability and effectiveness of this Policy and ensuring that the Policy is formally reviewed on a regular basis.

10 REFERENCES

(a) This Policy operates along with and as a supplement to existing Provincial statutes governing the collection, use and disclosure of Personal Information, including all of the following:

- Education Act
- Freedom of Information and Protection of Privacy Act (FOIPOP)
- Personal Information International Disclosure Protection Act (PIIDPA)

(b) The Copyright Act (Canada) and the Criminal Code (Canada) also govern the use of intellectual property.

(c) This Policy also operates along with and as a supplement to existing Provincial or school board policies governing the integration of information and communication technology within the Public School Program including all of the following:

Education Act	http://nslegislature.ca/legc/statutes/eductn.htm
Provincial School Code of Conduct	http://www.ednet.ns.ca/pdfdocs/studentsvcs/code_of_conduct/provincial_school_code_of%20conduct.pdf
The Integration of Information and Communication Technology within the Curriculum (2005)	English - http://lrt.ednet.ns.ca/pdf/ICT.pdf French - http://lrt.ednet.ns.ca/pdf/TIC.pdf
Personal Information International Disclosure Protection Act (PIIDPA)	http://nslegislature.ca/legc/statutes/persinfo.htm
Freedom of Information and Protection of Privacy Act (FOIPOP Act)	http://nslegislature.ca/legc/statutes/freedom.htm
Copyright Act	http://laws-lois.justice.gc.ca/eng/acts/C-42/index.html
Criminal Code	http://laws-lois.justice.gc.ca/eng/acts/C-46/
Nova Scotia Government Website Privacy Policy Statement	http://www.gov.ns.ca/govt/privacy/

11 ENQUIRIES

All enquiries, requests, or comments should be forwarded to the
Director, Learning Resources and Technology Services Division
Nova Scotia Department of Education
PO Box 578, 2021 Brunswick Street
Halifax, NS B3J 2S9
Email lrt@ednet.ns.ca

Approval date: **October 7, 2011**

Approved by: **Alan Lowe and Rosalind Penfound**

Effective date: _____

Appendix A

Sample Text for Inclusion in a Principal Letter to Parents/Guardians concerning Consent

English

The attached consent form [name of form] asks for your permission to Publish Personal Information about your student, and Student Work.

Personal Information means information about an identifiable individual, including records containing:

- the individual's name, address or telephone number
- the individual's race, national or ethnic origin, colour, or religious or political beliefs or associations
- the individual's age, sex, sexual orientation, marital status or family status
- an identifying number, symbol or other particular assigned to the individual
- the individual's fingerprints, blood type or inheritable characteristics
- information about the individual's health-care history, including physical or mental disability
- information about the individual's educational, financial, criminal or employment history
- anyone else's opinions about the individual, and
- the individual's personal views or opinions, except if they are about someone else

From time to time, the school or school board would like to Publish examples of Student Work and to publicly recognize students' learning achievements and awards. Such Publications help to explain what students are learning and achieving in school. Publishing would place Student Work and some Personal Information in publicly visible locations.

A publicly visible Publication and locations include but are not limited to:

- school newsletter
- news releases
- yearbooks
- web pages
- electronic products such as DVDs that may be viewed over the Network or in public; and
- school, school board, or other websites
- newspapers

Keeping your student's privacy is important to us. We need your Consent before we can Publish a Student Work or Personal Information such as the student's name and picture.

For most purposes, when a student's image (photo), video recording, voice recording, or Student Work is Published, we would include the following information:

For **students in Grades Primary to Six**—the student’s *first name and surname initial*, grade, course name, school.

For **students in Grades Seven to Twelve**—the *student’s first name and surname*, grade, course name, school.

As an exception to the above, when Grades Primary to Twelve student awards and special accomplishments are announced, we would like your permission to Publish your student’s

Full name	School
Image (photo)	Video recording
Grade	Audio recording
Course	The Student Work that has received special recognition

Public announcements of student achievement are generally made in print and online versions of newspapers; or on websites managed by the school or school board.

As you know, the use of the Internet and technology is growing in schools. Students’ privacy is important as we celebrate Student Work and other achievements, and as teachers improve instruction by studying many students’ work.

We hope that you will agree to permit examples of the Student Work and Personal Information of your student to be Published as described above.

We have attached a copy of the provincial Public School Network Access and Use Policy [or board policy if a separate compatible policy has been approved] and would be pleased to answer any questions you have as you consider the Policy or this request for your Consent. Please direct any questions you have about this Consent form to your principal.

Appendix B

Sample: Consent for Publication of Student Personal Information and Student Work

We believe strongly in the need to protect all students and recognize the issues around the Publication of students' Personal Information, especially on the public Internet. We also believe that showcasing students, Student Work, and achievements is an important part of school life and is a very positive experience for students. It is the policy of the [name] School Board to have the Consent of the parent, guardian or consenting student (if student is 19 years of age or over) before the school board or school Publishes any of the following Personal Information including:

- Student name
- Grade
- Course
- School
- Image (photo)
- Video recording
- Audio recording
- Student Work

During the school year, photographs, video recordings, and voice recordings may be taken of students as part of a curricular project, to promote an event in our school, to showcase student achievement, or as part of a teacher professional learning project.

Your Consent is requested by the school and school board to Publish images (photos), video and voice recordings of the student, the student's name, or Student Work in various Publications, including newsletters, news releases, yearbooks, and on web pages, or in digital products such as DVDs that may be viewed over Networks such as the public Internet, or in public.

I understand that by signing this Consent form that [name of school] has asked my permission to include the Personal Information listed for the student or the Student Work in school or school board Publications. Publications may appear over the Network or in public. Types of Publication include but are not limited to

- Newsletters
- News releases
- Yearbooks
- Web pages
- Publicly accessible Internet sites, or in electronic products such as DVDs
- Newspapers

When a **Grades Primary to Six Student Work** is Published, only the *student's first name and surname initial*, grade, course, school, image of the student, video recording or voice recording may be Published with the Student Work.

When a **Grades Seven to Twelve Student Work** is Published, the *student's first name and surname*, grade, course, school, image of the student, video recording or voice recording may be Published with the Student Work.

In the case of **awards or special recognition**, the *full name* of the grade Primary to Twelve student, grade, course, and school may be Published and may accompany the image, video, or voice recording of the award winning/specially recognized student or the award winning/specially recognized Student Work.

I Consent to the following:

Permission is given to Publish, as described above:

The name	Image (photo)
Grade	Video recording
Course	Voice recording, and
School	The Student Work of the student named below

YES NO

I, _____,

(Print name of parent/guardian, or consenting student if 19 years of age or over)

of _____

(Address)

Do hereby give consent to _____

(Name of School)

to approve the release of the student's Personal Information as outlined above.

This will remain in effect until this student is no longer enrolled at this school or until the parent/guardian revokes this consent in writing.

(Print name of student)

(Signature of parent/guardian, or consenting student if 19 years of age or over)

(Date)