	BOARD ADMINISTRATIVE PROCEDURE
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	1015 Digital Discipleship – Student Responsible Use of Technology
	DIRECTIONAL POLICY
	Positive Communications

CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO
www.cdsbeo.on.ca

Title of Administrative Procedure:

Digital Discipleship – Student Responsible Use of Technology

Date Approved:

March 2024

Projected Review Date:

March 2029

Directional Policy Alignment:

This administrative procedure aligns with the proposed Directional Policy entitled Positive Communications and establishes guidelines to support responsible use of technology for students, while supporting our moral purpose and the Board vision of transforming the world with justice and peace through Catholic education, inspired by the teachings of Jesus Christ.

Alignment with Multi-Year Strategic Plan:

This policy aligns with the Multi-Year Strategic Plan by:
- Fostering safe learning environments that ensure the mental and physical health of our students as a priority.
- Developing the 21st Century competencies: Citizenship, Creativity and Innovation, Character, Collaboration, Communication, and Critical Thinking.

[CDSBEO Strategic Plan 2020-2025](#)

Purpose

The Catholic District School Board of Eastern Ontario acknowledges that providing equitable digital access to all learners is a critical foundation for their success in learning and life. The CDSBEO has a responsibility to educate our students to be safe and conduct themselves in a

way that is consistent with the teachings of Jesus Christ while interacting in their online activities. The CDSBEO has a duty to help students build healthy habits, such as using technology in a way that encourages curiosity and solves problems, as well as seeking help from a trusted adult when they need assistance.

The purpose of this administrative procedure is to set clear expectations of the way the students at the Catholic District School Board of Eastern Ontario utilize the technology resources that they have available to them. We strive to establish the rules of conduct they are to adhere to while interacting with others in a connected world. The use of technology is a privilege and if used appropriately, can be a powerful tool for learning.

The below age relatable responsible use of technology agreements foster an awareness of responsibilities and expectations that each student has.

Action Required

Students at the Catholic District School Board of Eastern Ontario need to know what is expected of them while interacting online and using technology in an educational environment. This AP is a call to action for them to know and understand the responsibilities they have been given by having this access.

Responsibilities

The Board of Trustees is responsible for:
- Ensuring alignment with the Positive Communications Directional Policy.
- Reviewing Digital Discipleship – Student Responsible Use of Technology as part of its regular policy and procedure review cycle.

The Director of Education is responsible for:
- Designating resources for ensuring the implementation and compliance with this Administrative Procedure.

Superintendents of Schools and System Portfolios are responsible for:
- Supporting technical innovation by overseeing the development of this Student Responsible Use Administrative Procedure.
- Supporting implementation of this Administrative Procedure.
- Promoting a culture of positive digital citizenship that reinforces our Catholic virtues.

Manager of Information and Communications Technology is responsible for:

- Monitoring usage of the board's network systems.
- Establishing through school and community consultation internet filtering which protects students while maximizing educational opportunities.
- Providing digital citizenship and internet safety resources for staff and students.

Principals and Vice-Principals are responsible for:

- Notifying parents about the Student Responsible Use of Technology Administrative Procedure
- Securing on an annual basis the signatures of each student and their parent/guardian on the appropriate Responsible Use of Technology Agreement for their grade. An electronic acknowledgement of the agreement may also serve as the official record in lieu of a paper copy.
- Establishing the steps to be taken by students and staff to respond to the inadvertent access of inappropriate/illegal content on the internet.
- Cooperating fully with board staff and local authorities in any investigation related to any illegal activities conducted through the technology systems of the Board.
- Ensuring that the provided digital citizenship training is completed by their staff and students.

Staff are responsible for:

- Ensuring that students understand the responsible use of technology as part of an instructional plan.
- Providing students with instruction on the appropriate use of the internet and protocols for use of electronic mail prior to using those tools.
- Providing students with digital citizenship instruction on an annual basis.
- Ensuring that the guidelines, resources, and frameworks developed for board use of digital tools are followed.

Students are responsible for:

- Using available technology to further their educational goals and promote Catholic teaching.
- Reading and acknowledging the Student Responsible Use of Technology Agreement appropriate for their grade on an annual basis. An electronic version of the agreement may also serve as the official record in lieu of a paper copy.

Parents are responsible for:

- Reading, supporting, and acknowledge by signing the Student Responsible Use of Technology Agreement appropriate for their child's grade on an annual basis. An electronic acknowledgement of the agreement may also serve as the official record in lieu of a paper copy.

Progress Indicators

- Yearly completion of Student Responsible Use of Technology agreement forms by students and parents.
- Student access of Digital Citizenship and internet safety resources.

Definitions

- **Digital Citizenship** - Conduct oneself ethically, respectfully and in accordance with the rights, duties, and privileges of being a part of an online community.
- **Digital Discipleship** – utilizing todays technologies to assist in one's lifelong journey of becoming more like Jesus Christ by learning how to think, act, and feel as a follower of Christ and sharing the teachings of Christ with others via technology.
- **Digital Tools** - Electronic tools that are used to help deliver instruction or for other classroom purposes. A movie maker app is an example of a digital tool that can be used to help students create a movie to help explain a concept they are learning.
- **School site** - land or premises or an interest in land or premises required by a board for a school, school playground, school garden, teacher's residence, caretaker's residence, gymnasium, school offices, parking areas or for any other school purpose.
- **Technology** - all forms of technology used to create, store, exchange, and use digital information in its various forms (data, audio, still images, motion pictures, multimedia presentations, and other forms, including those not yet conceived).
- **Content** – content could be any type of digital content whether written, photographs, videos, music, etc.

Related Documents

- [Appendix 1 – Catholic Elementary School Student Responsible Use Agreement](#)
- [Appendix 2 – Catholic Secondary School Student Responsible Use Agreement](#)

References

- [F1:3 Use of Personally Owned Computers](#)
- [Towards Full Presence - A Pastoral Reflection on Engagement with Social Media (28 May 2023), Dicastery for Communication (vatican.va)](#)
- [Episcopal Commission for Justice and Peace Canadian Conference of Catholic Bishops – Pastoral Letter on the use of social media](#) – January 24, 2024