

1. Purpose:

The Catholic District School Board of Eastern Ontario (CDSBEO) strives to teach students to use and integrate the Catholic faith tradition in the critical analysis of arts, media, technology, and information systems to enhance their quality of life. The CDSBEO recognizes that student and employee personal computing devices, personal electronic storage devices and personal remote storage (such as but not limited to, cloud storage or cloud applications) have value and can be used effectively to support learning. However, within the confines of the school environment, their use has the potential to be disruptive when it undermines the integrity of an individual's right to privacy; adversely affects the quality of teaching or learning; and/or interferes with the safe and efficient operation of the school. Therefore, prior to using personal computing devices, personal electronic storage devices or personal remote storage staff shall review the "Secure and Responsible Use of Personal and Confidential Information" and "Privacy Breaches" procedures.

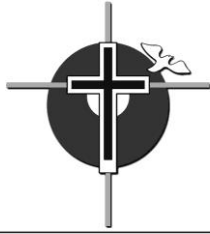
Staff and students who use personally owned computing devices in the school environment ("users") shall always act in a responsible manner that reflects the rights and dignity of all persons consistent with Gospel values. To facilitate appropriate use of personal computing devices, personal electronic storage devices and personal remote storage within schools, a wireless guest network is available at each school board site which enables users to connect to the Internet. Users using their own personal computing devices will have access to the Internet and any administrative applications normally accessible offsite; however, academic software is limited to Board owned equipment due to licensing restrictions and support limitations. Users shall make every effort to ensure that personal computing devices, personal electronic storage devices and personal remote storage connected to the wireless guest network are free from spyware, viruses, or malicious software and have antivirus and firewall software in place to maintain the health and usability of our computer network.

2. Definition

"Personally owned computing devices" include, but are not limited to personal computing devices, personal electronic storage devices and personal remote storage.

3. Student Use

- 1) Personally owned computing devices shall only be used for educational purposes during instructional time.



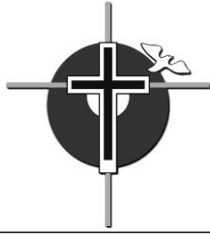
- 2) Students who choose to bring personally owned computing devices to school acknowledge and agree that:
 - a. personally owned computing devices that are brought to school are the responsibility of the owner. The CDSBEO and/or the school are not liable for damage, loss or theft of the device or data that is stored on the device;
 - b. personally owned computing devices that are brought to school are to be turned off during instructional time unless use is approved by a staff member;
 - c. personally owned computing devices shall not be used at any time where individual privacy must be protected such as in washrooms, locker or change rooms;
 - d. unless permitted by a staff member, personally owned computing devices are not to be used during student assessments.

- 3) Students may be subject to school discipline, suspension, expulsion and/or police involvement, in accordance with the Board Code of Conduct, when:
 - a. a personally owned computing device is used in such a way that is disrespectful of the rights and dignity of a person consistent with Gospel values;
 - b. a personally owned computing device is used in such a way that is disrespectful of another's privacy;
 - c. a personally owned computing device is used to bully or harass;
 - d. a personally owned computing device is used without staff permission during a curriculum assessment or evaluation.

- 4) Students who violate the code of conduct will face consequences that are not limited by, but can include:
 - a. disciplinary action deemed appropriate by the school principal and/or vice principal;
 - b. confiscation of personal computing devices, personal electronic data storage devices and personal remote data storage by principal and/or vice principal;
 - c. police involvement.

3. Staff Use

The CDSBEO provides a safe and secure online learning environment for all students and teachers when using the internet to interact, collaborate and demonstrate student learning. The protection of student privacy and student data is the responsibility of the teacher/staff member when establishing an online presence for the classroom. Moving forward, teachers and staff are encouraged to use the Ministry of Education and the CDSBEO licensed internet based software services. Users that leverage internet based software services not licensed by the Ministry of



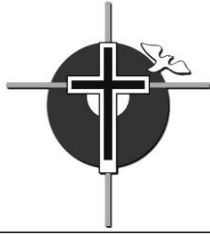
Education or CDSBEO shall ensure compliancy with Administrative Procedure: Secure and Responsible Use of Personal and Confidential Information.

Teachers and staff members shall not share student data and student information (academic or behavioural) when using online educational learning platforms provided by private companies not licensed by the Ministry of Education or the CDSBEO.

- 1) The use of personal computing devices, personal electronic storage devices and personal remote storage by staff is permitted on the condition that:
 - a) the user has reviewed the “Secure and Responsible Use of Personal and Confidential Information” and “Privacy Breaches” procedures;
 - b) devices are used in the classroom to support teaching and learning;
 - c) staff assume responsibility for support and troubleshooting of all personal equipment brought into the school.
- 2) Staff should exercise caution when using personal computing devices, personal electronic storage devices and personal remote storage in the presence of students during non-instructional time to ensure that student safety and/or supervision are not compromised and that professional boundaries are maintained.
- 3) Staff may be subject to discipline and/or police involvement, in accordance with the Board Code of Conduct, when:
 - a) a personally owned computing device is used in such a way that is disrespectful of the rights and dignity of a person consistent with Gospel values;
 - b) a personally owned computing device is used in such a way that is disrespectful of another’s privacy;
 - c) a personally owned computing device is used to bully or harass.

4. Damages and Liability:

- 1) the Catholic District School Board of Eastern Ontario assumes no liability for damage to personally owned computing devices or for technical problems which may arise during use in the school or office environment;
- 2) the Catholic District School Board of Eastern Ontario will not provide updated virus, spyware, or malware protection to personally owned computing devices. This protection must be purchased and maintained by the user.



5. Emergency Situations:

- 1) Students, staff and parents are reminded that during an emergency situation, cellular sites may be overwhelmed due to a high volume of calls. Should this occur, emergency communication could be negatively impacted. It is important that cellular phones and other electronic signaling devices be used sparingly so that emergency services have priority to assist the students and staff on site.
- 2) Students, staff and parents are also reminded that during a LOCKDOWN procedure, the use of cellular phones is prohibited and they should remain off.