

INFORMATION TECHNOLOGY

Background

Our Catholic Faith, as expressed within the Catechism of the Catholic Church, believes that “Basic scientific research, as well as applied research and technology, is a significant expression of mankind’s dominion over creation. Science and technology are precious resources when placed at the service of our people and promote our integral development for the benefit of all.” For this reason, Holy Spirit Roman Catholic Separate School Division (the “Division”) supports the use of technology as an integral part of our Christ-centered school communities to enhance and improve students’ learning and manifest their giftedness for service to the world.

The Division provides access to technology and the Internet for students in order to enhance teaching and learning. The Division provides ongoing student instruction that develops digital citizenship over time. Technology is one of the tools that students will use to develop the competencies they will need to be successful in life and work in the 21st Century. These competencies include, but are not limited to: creativity and innovation, critical thinking, problem solving and inquiry; communication and collaboration; self-directed learning and global citizenship. Digital citizenship and the use of technology is an integral part of the curriculum across subjects and grades to varying degrees.

Value and Core Commitment Link

“Excellence in Learning”

- “We provide opportunities for each and every student to discover and become the person God created him / her to be. If something doesn’t work, we will try something else.”
- “We support and encourage the continued professional growth of all staff.”
- “We support and encourage Professional Learning Communities in all of our schools.”

“Stewardship”

- “We ensure that our resources and efforts best serve the educational needs of all our students.”
- “We are accountable to our supporters and will operate in a fiscally responsible manner.”
- “We are receptive to our stakeholders.”

Procedures

1. Holy Spirit Digital Devices and Network Property:
 - 1.1 The Coordinator of Technology is responsible for the integrity and security of technology services, including safeguarding computers and users through the use of industry standard cyber controls.
 - 1.2 The Principal in collaboration with the Coordinator of Technology will ensure that digital resources in the school are current and in alignment with Division technology standards.
 - 1.3 All purchasing of technology hardware will be coordinated through the Coordinator of Technology in accordance with [Administrative Procedure 504: Purchasing Procedures: Operations](#).
 - 1.4 Any movement of Division digital devices or network property will be done in consultation with the Coordinator of Technology.
 - 1.5 Software installations will be done in consultation with the Coordinator of Technology or designated member of the Information Technology Team. Only software that has been legally licensed or purchased by the division is to be installed on division owned computers.
 - 1.6 Division technologies provided for student and staff users are the property of the Division. The Coordinator of Technology may review files and communications to maintain system integrity only as required.
 - 1.7 The Division will attempt to ensure security, and privacy of employee files and e-mail to the best of its ability.
 - 1.8 The Holy Spirit network will not be used for profit, product advertisement or political purposes.
 - 1.9 The Division assumes no responsibility or liability if personal documents stored on Division equipment are lost or damaged. The Division's response to any security violations will be limited to the violator.
 - 1.10 All users are responsible to safeguard Division technology. Any loss, damage, inappropriate use or malfunction shall be reported immediately to administration or via the IT Helpdesk.
2. Division Software and Digital Service Providers:
 - 2.1 All software is vetted through [Administrative Procedure 115: Freedom of Information and Protection of Privacy](#) prior to purchase.
 - 2.2 Any information shared with third-party software or digital service providers is done so in accordance with [Administrative Procedure 115: Freedom of Information and Protection of Privacy](#).

3. Network Users:

- 3.1 Staff, students and their parents or guardians will annually review and agree to responsible use as outlined in the Digital Citizenship and Acceptable Use Agreement.
- 3.2 Teachers will review the Digital Citizenship and Acceptable Use Agreement with their students at the beginning of each school year, and throughout the school year, as needed.
- 3.3 Digital citizenship will be embedded into instruction at all levels on an ongoing basis.
- 3.4 Students or staff wishing to use personal digital devices in schools will agree to responsible use as outlined in the applicable Digital Citizenship and Acceptable Use Agreement or the Employee Acceptable Use Agreement, as well as [Administrative Procedure 113: Use of Personally Owned Electronic Devices](#).