

BOARD ADMINISTRATIVE PROCEDURE	
Administrative Procedure	Administrative Procedure Number
<b>Personal Network Devices</b>	<b>314 (NEW)</b> <b>904 (OLD)</b>
Directional Policy	
<b>300: Student Achievement and Well Being</b>	

**TITLE OF ADMINISTRATIVE PROCEDURE:**

Personal Network Devices

**DATE APPROVED:**

May 26, 2020

**PROJECTED REVIEW DATE:**

May 2025

**DIRECTIONAL POLICY ALIGNMENT:**

This Administrative Procedure aligns with the purpose of the [Student Achievement and Well Being Directional Policy](#) by supporting a learning environment that is anchored in the teachings of the Gospel, Catholic Social Teachings, and the Catholic Graduate Expectations in the context of personal devices used in our classrooms.

**ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:**

The Personal Network Device Administrative Procedure supports our Vision for achieving Excellence in Catholic Education by ensuring the Board has clearly outlined the requirement for the acceptable use of personal devices. The board is committed to creating a shared understanding and a systematic approach to the implementation of effective and responsible use of our technology systems. Technology is everywhere in our lives. This necessitates a collective effort and active engagement of our entire community, including students and parents, to ensure that technology use helps further our mission and strategic priorities.

# Strategic Priorities 2017-2020



## Vision

Achieving Excellence in Catholic Education  
LEARN • LEAD • SERVE

## Mission

To educate students in faith-filled, safe, inclusive Catholic learning communities by nurturing the mind, body and spirit of all.

### LEARN

Achieve excellence in instruction and assessment to enable all students to become reflective, self-directed, lifelong learners.

### LEAD

Foster critical thinking, creativity, collaboration, and communication, to enable all students to realize their God-given potential.

### SERVE

Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.

## ACTION REQUIRED:

The Peterborough Victoria Northumberland and Clarington Catholic District School Board (the “Board”) is committed to enabling students and employees access to the Board’s network for education related purposes and in a manner that is not detrimental or harmful to the interests of others. The Board will provide this access while maintaining the security and effectiveness of the Board’s network. The Board will provide network access to Personal Network Devices to further the educational goals of the Board and will at the same time implement controls and processes to protect the integrity of other network connected devices.

The Board will, from time to time and without prior notice to the student, access and/or monitor the Board’s Electronic Information Systems. Principals will be informed of any serious infraction of the Student Acceptable Use of Technology Policy. Disciplinary actions of a student will be handled in accordance with the discipline policies of the Board and the school.

**RESPONSIBILITIES:****The Board of Trustees is responsible for:**

- Ensuring alignment with the [Student Achievement and Well Being Directional Policy](#).
- Reviewing the Personal Network Device Administrative Procedure 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 implementation of this Administrative Procedure.
- Promoting a culture of positive digital citizenship that reinforces our Catholic virtues

**Manager of Information Technology is responsible for:**

- Monitoring usage of the board's network systems.
- Ensuring the use of Personal Network Devices does not impact the integrity of the Board's technology systems.
- Determining, at the Board's discretion, the access provided for Personal Network Devices:
  - The type of access (wired, wireless, no access)
  - Suitability of any device to be connected
  - Resources available when connected (internet only, local web, and/or server access).
- Monitoring the use of Personal Network Devices on the Board's network which may include:
  - Monitoring of network activity
  - Filtering and/or throttling traffic to the Device
  - Logging network activity, including internet access, to and from the Device
  - Performing system scans to evaluate the security level of the Device including, but not limited to, the update status of Antivirus, Spyware, and system components.
  - Performing system scans to determine compliance with the Board's Acceptable Use Policies and applicable laws.
  - Authorizing a physical inspection of the Device if deemed necessary.

- Providing digital citizenship and internet safety resources for staff and students.

**Principals and Vice-Principals are responsible for:**

- Ensuring that students or employees using a personal network device (the Device) have completed the Acceptable Use of Technology form and will maintain a copy of the form in the school's files. An electronic acknowledgement of the agreement may also serve as the official record in lieu of a paper copy.
- Ensuring that the provided digital citizenship training is completed by their staff and students.
- Ensuring the use of a personal network device during instructional time is permitted under the following circumstances:
  - for educational purposes, as directed by an educator
  - for health and medical purposes
  - to support special education needs

**Educators are responsible for:**

- Ensuring the use of a personal network device during instructional time is permitted under the following circumstances:
  - for educational purposes, as directed by an educator
  - for health and medical purposes
  - to support special education needs
- Providing students with digital citizenship instruction as outlined in the [Digital Privacy Scope and Sequence](#) per [Administrative Procedure 322 - Digital Privacy](#).
- Ensuring that the guidelines, resources and frameworks developed for board use of digital tools are followed.
- Advising students that the Board will from time to time and without prior notice to the student, access and/or monitor the Board's Electronic Information Systems including those Personal Network Devices used to access the Board's systems.

**Staff are responsible for:**

- Ensuring that the guidelines, resources and frameworks developed for board use of digital tools are followed.
- Completing on an annual basis the Employee Acceptable Use of Technology Agreement.
- Ensuring they do not use their Personal Network Device to store "personal information" as defined in the Municipal Freedom of Information and Protection of Privacy Act.

**Students are responsible for:**

- Using available technology to further their educational goals and promote Catholic teaching and at the discretion of an Educator.
- Reading and acknowledging the Student Acceptable Use of Technology Agreement appropriate for their grade on an annual basis.
- Ensuring their use of a personal network device during instructional time is:
  - for educational purposes, as directed by an educator
  - for health and medical purposes
  - to support special education needs

**All users of Personal Network Devices are responsible for:**

- Ensuring their Personal Network Device is updated with software and/or firmware updates as recommended by the manufacturer and that, where applicable, the Device has antivirus software installed and that the definitions for the software are up to date.
- Ensuring they do not connect a Personal Network Device to the Board's network which allows network access over and above what is provisioned by the Board. These Devices include, but are not limited to, modems, routers, wireless access points and cellular hotspots.

**Parents are responsible for:**

- Reading, supporting, and acknowledging by signing the Student Acceptable Use of Technology Agreement appropriate for their child's grade on an annual basis.

**PROGRESS INDICATORS:**

- Yearly completion of Student Acceptable Use of Technology forms by students and parents
- Student access of Digital Citizenship resources

**DEFINITIONS:**

- **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.
- **Educator** - refers to teachers regulated under the Ontario College of Teachers Act, 1996, and early childhood educators regulated under the Early Childhood Educators Act, 2007 per PPM 128.

- **Firmware** – A set of instructions that is embedded in a device at the time of manufacture that allows the device to function. Modern devices often store the firmware in a manner that allows it to be updated periodically.
- **FTP Server** - An FTP Server is a piece of software that is running on a computer and uses the File Transfer Protocol to store and share files. Remote computers can connect anonymously, if allowed, or with a username and password in order to download files from this server using a piece of software called a FTP Client.
- **Multi-radio device** – A network device which employs more than one radio to connect to multiple networks. Some cellular telephones will allow users to choose whether they connect to a cellular network or to a computer network in order to access the internet.
- **Nexus** - The umbrella for “school behaviour” includes matters which fall under the category of “nexus”. Nexus means “relevant”. The student’s behavior off school property and/or outside the school day may have a relevant and related impact on the safety and well-being of the school community.
- **Personal Network Device** – A device, owned by the user, which has the capability to connect to a computer network, either through a network wire or using a radio designed to connect to a wireless computer network. Examples include: laptops, netbooks, some portable music players, some portable game devices and some cellular telephones.
- **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).
- **Web Server** – A computer program that serves the requested files which form web pages to the client's browser

## REFERENCES:

- [Catholic Curriculum Corporation - Ethical and Responsible Use of Information and Communication Technology](#)
- [Bill 13, Accepting Schools Act, 2012](#)
- [Learning Technologies BYOD Guidelines and Supports](#)
- [Learning Technologies Digital Privacy Scope and Sequence](#)
- [Policy/Program Memorandum \(PPM\) 128 “The Provincial Code of Conduct and School Board Codes of Conduct”](#)
- [Board Code of Conduct](#)
- [Student Achievement and Well Being Directional Policy - 300](#)
- [Student Acceptable Use of Technology - AP 313](#)
- [Employee Acceptable Use of Technology - AP 511](#)