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## **ADMINISTRATIVE PROCEDURE 140**

### **COMPUTER TECHNOLOGY**

#### **Background**

The use of computers provides an additional opportunity for relevant, challenging, life-based learning for all students, with the objective of improving student outcomes. The Division endorses the use of technology to support teaching and learning through the installation of a computer network that links schools and provides access to public networks.

#### **Procedures**

1. All students and staff shall have the opportunity within available resources to access computers in a manner that allows the development of skills, interests and talents to become effective communicators and achieve the desired outcomes.
  - 1.1 All students and staff shall have an opportunity to develop computer literacy skills and skills in the use of computer networks. Such skills will result in the development of comfort and confidence in using computers as tools in meeting student and staff needs.
  - 1.2 Computers are tools that must be used to complement and enhance the Alberta Education Program of Studies and to facilitate the integration of subject areas where appropriate.
  - 1.3 The development of computer skills and knowledge of computer functions and applications by students shall be done in an appropriately sequenced manner throughout all program levels.
  - 1.4 Equitable student access to computers in all schools shall reflect standardized program objectives and access shall also reflect the needs of individual school programs when offering complementary computer studies courses.
  - 1.5 School staff shall ensure that students who are allowed to use GYPSDnet and connected services are supervised and are operating within clearly stated and written instructions defining the limits of the assignment.
  - 1.6 School staff shall ensure that all students receive training regarding procedures, ethics and security involving the use of GYPSDnet and connected services before receiving an account name and password allowing them to use the system.

2. The planning and establishment of an effective computer network in Grande Yellowhead Public School Division schools is necessary for the provision of the means to access current technology as an additional vehicle to allow students to have the opportunity to meet the standards of education set by the Minister.
  - 2.1 A long-range Division Computer Technology Plan shall be developed as part of the Three Year Education Plan.
  - 2.2 In a long-range Division Computer Technology Plan sufficient resources shall be directed to the administrative, support and maintenance, and the curriculum areas.
  - 2.3 Long-range plans shall include provisions for new hardware acquisition, hardware upgrading, existing hardware reconditioning and re-designation, software copyright and licensing, teacher resource materials, and facilities upgrading, while acknowledging the financial limitations within a given fiscal year.
  - 2.4 Hardware/software acquisition planning shall reflect program objectives and hardware selection will be based on the most cost effective solution for the program area.
3. The school has the responsibility to effectively manage and utilize computer resources in order to maximize student-learning opportunities.
  - 3.1 Schools are responsible to ensure that computer technology is effectively integrated in curriculum development.
  - 3.2 Schools are responsible for staff development to ensure effective utilization of available computer technologies.
  - 3.3 Principals shall be responsible for authorizing the computer access required by their staff members.
  - 3.4 Principals shall be responsible for having in place school policies regarding the means by which students are allowed access to GYPSDnet and connected services.
  - 3.5 Computer equipment considered stand alone, that is not connected to GYPSDnet, may be loaned according to the school's loan policy and procedures.
  - 3.6 Computer equipment directly committed to the GYPSDnet cannot be removed from the school or used on other locations.
  - 3.7 Computer equipment borrowed from the school shall be the responsibility of the borrower. Repairs for damage and replacement for loss will be the responsibility of the borrower.
4. Central coordination of computer resources is essential to the development and maintenance of an effective computer network.

- 4.1 Computer hardware, software and network technology standards are defined at the Education Services Centre.
  - 4.2 Purchasing, upgrading, deployment and installation shall be planned and executed at the Division level.
  - 4.3 Schools shall coordinate all purchases associated with computer technology with the Education Services Centre.
  - 4.4 Only divisionally or school-owned software programs will be installed on Grande Yellowhead Public School Division computer equipment.
  - 4.5 Software installation must be done in consultation with the certified technical staff from the Education Services Centre and must be carried out in a manner consistent with established practice.
  - 4.6 Grande Yellowhead Public School Division supports the provision of shared dial-in access to GYPSDnet to staff members for research, planning and professional development.
  - 4.7 Software in use will be utilized only within the framework of purchase or license and copyright agreements.
5. In the interest of developing socially responsible citizens who carry out their activities with honesty and integrity, staff and students must commit themselves to the ethical use of computer equipment and the GYPSDnet and the acceptance and use of the computer security procedures employed in Grande Yellowhead Public School Division.
- 5.1 All staff and students shall adhere to Division security procedures.
  - 5.2 GYPSDnet shall not be used for private or business use or for political purposes.
  - 5.3 Users shall keep all accounts and passwords confidential and not accessible to others.
  - 5.4 Users may not share their account with anyone or leave the account open or unattended.
  - 5.5 Using programs that harass GYPSDnet users or infiltrate a computing system and/or damage the software components is prohibited.
  - 5.6 Schools shall have in place policy and procedures that outline the contractual arrangements for student access to GYPSDnet. The contracts shall specify terms and conditions of use, prohibited activities and consequences for breaking the agreement. Form 140-01 provides a model for such agreements.
  - 5.7 Schools shall consult with parents and the School Council to ensure agreement is reached regarding the limits to student use of computer equipment.

- 5.8 Students shall not be granted access to GYPSDnet until they and their parents enter into a contractual agreement with the school indicating their understanding and acceptance of the Division's guidelines and regulations. Students may then use GYPSDnet and connected services in a supervised classroom environment.
  - 5.9 Grande Yellowhead Public School Division network storage areas provided for individual users are not private property. Grande Yellowhead Public School Division network administrators may review student files and communications to maintain system integrity and ensure Grande Yellowhead Public School Division students are using the system in a socially responsible manner.
  - 5.10 Grande Yellowhead Public School Division will ensure the privacy of staff member files and e-mail within the limits of reasonable security procedures.
  - 5.11 The Grande Yellowhead Public School Division assumes no responsibility or liability if documents stored on Division equipment are lost or damaged, nor will the Division be responsible for security violations beyond the appropriate response to those persons involved in such violations.
  - 5.12 GYPSD staff, upon lay-off without recall or leaving employment with the division, shall have their computer and email access terminated immediately, unless otherwise approved by the Deputy Superintendent prior to the last day of employment.
6. It is recognized that, in connecting with public networks, students may have access to socially inappropriate materials. Any reasonable precautions will be taken to restrict access to controversial or socially inappropriate materials.

Reference: Section 12, 60, 61, 113, School Act  
Freedom of Information and Protection of Privacy Act  
Canadian Charter of Rights and Freedom  
Canadian Criminal Code

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