POLICY:	Internet and Electronic Communication			#	406
SECTION:	400 : Facilities and Equipment			Page 1 of	1
APPROVAL/REVISION DATE:	October 7, 2024	EFFECTIVE DATE:	October 8, 2024	REVIEW DATE:	October 2029
CROSS REFERENCE:					

A. POLICY

The Thunder Bay Catholic District School Board believes that appropriate, filtered and well- supervised use of information technologies must reflect and support our Mission Statement.

In keeping with this belief, staff must promote the knowledge, skills and values related to information technologies. The Board also believes in the importance of staff and students developing a respect for the power and use of this technology.

The goal of this policy is to provide a principled framework for the effective use of information technology in a manner which complements, enhances, and achieves these educational goals within the context of our Mission Statement.

B. PROCEDURES

1. The Board will provide all schools with hardware, software and networking capabilities to facilitate use of computers and the Internet as an integral part of the curriculum program. Any hardware or software purchases must be made by the Manager of Information Technology. The Internet is accessed from well-managed points where filtering occurs. These points are subject to the approval of the Superintendent of Education.

2. This policy will be made available on the Board's website. It is the responsibility of the employee and student to review it annually.

3. Principals will ensure that all teachers review Appendix A - Computer and Information Technology with their students each fall. Related to Internet use, all students must have a signed "Responsible Use Procedures for Technology and Social Media" form placed on file in the school.

4. Schools will follow the criteria contained in the Appendix B – "School Website Development" when developing and maintaining their school website. To post student work and/or group photos on the school website and/or on social media sites, parental/guardian consent must be obtained through completion of the "Website Participation" section of the "Student Registration/Information Form" or "Responsible Use Procedures for Technology and Social Media" and placed on file in the school.

5. The Principal and teachers will ensure careful and appropriate supervision and use of the computer and Internet resources. Both students and staff members as users are ultimately responsible for their use or misuse of the Board's computer facilities and virtual / cloud environments.

6. This policy will be posted on the Board website. The Principal will provide a copy to their School Council, post it prominently within the school, and make available a copy to any parent or student upon request.