

Virtual Code of Conduct

Digital citizenship is defined as the norms of responsible behaviour related to the appropriate use of technology. As individuals, we live and work in a world where people are connected to their devices so we need to use technology effectively and respectfully. Digital citizenship is an important part of what the Board helps students learn in school. When accessing any Limestone DSB networks or services, users accept all terms and conditions of the Administrative Procedure 351 (Safe Schools; The Use of the Internet and Electronic Devices by Students)

Guiding Principles

There are six guiding principles for digital citizenship and responsibility:

1. Intended use: Board technology is provided for educational and administrative purposes. Technology should be used for these intended purposes only.
2. Security and safety of Board data: Users should take reasonable precautions to ensure that the data that they use is secure and safe. Data should be used for the intended purposes only.
3. Responsible resource usage: The Board's technology resources are shared and limited. Users should use technology resources responsibly. Personal materials should not be stored on Board property.
4. Legal compliance and adherence to Board Policies: Users are expected to comply with federal and provincial legislation, as well as Board Policies and corresponding Administrative Procedures.
5. Ownership of data: Board technology and all data stored on Board technology are owned and may be accessed by the Board. Users should have the expectation that anything they create, store, send or receive using Board technology may be monitored, or accessed, under circumstances where an investigation is required.
6. Privacy: While personal files and communications are not regularly or routinely monitored, personal files and messages can be accessed if credible concerns are raised related to the content of either as part of an investigation.

Responsibilities

All users are responsible for:

- ensuring that technology is used in accordance with Board policies and procedures
- complying with the school's Code of Conduct
- ensuring that technology is used to support teaching and learning in accordance with Limestone's teaching and learning expectations
- changing their default/initial system password to a new, secure password that would never be shared
- using technology in a lawful, responsible and ethical manner consistent with the purposes for which it is provided

- securing their personal network login and password—it should not be shared with anyone other than a parent/guardian (students)
- ensuring that audio, photos, videos or images of an individual/group are not taken or posted online/shared digitally unless consent from the individual(s)—over the age of 18—or parental consent (for those under the age of 18) has been obtained.

Policies & Procedures

- [Administrative Procedure 351: The Use of Electronic Communication, Social Media, and Mobile Devices by Students](#)
- [Administrative Procedure 444: Social Media](#)
- [Administrative Procedure 146: Digital Citizenship](#)

Additional resources to support virtual learning options

- [Guidelines for Video Conferencing: Support for Students](#)
- [Guidelines for Video Conferencing: Support for Families](#)
- [Hybrid Learning: A Guide for Educators, Students & Families](#)