

## Administrative Procedure 114

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Updated: November 2011

# 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, the Holy Spirit Roman Catholic Separate Regional School 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 supervised 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 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 21st century literacy. The Information and Communication 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 Principal in collaboration with the Division Network Administrator will ensure that digital resources in the school are current and best suited to student learning needs through a scheduled technology evergreening cycle.
  - 1.2 All purchasing of digital technologies will be coordinated through the Division Network Administrator as outlined in the Southern Alberta Computer Consortium Agreement.
  - 1.3 Any movement of Division digital devices or network property will be done in consultation with the Division Network Administrator.
  - 1.4 Software installations will be done in consultation with the Network Administrator 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.
  - 1.5 Division network storage areas provided for student and staff users are the property of the Division. The Network Administrator may review files and communications to maintain system integrity and ensure that the system is being used in a responsible manner.
  - 1.6 The Division will attempt to ensure security of employee files and e-mail to the best of its ability.
  - 1.7 The Holy Spirit network will not be used for profit, product advertisement or political purposes.
  - 1.8 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.
2. Network Users:
  - 2.1 Staff, students and their parents or guardians will annually review and agree to responsible use as outlined in the Division Responsible Use Agreements.
  - 2.2 Digital citizenship will be embedded into instruction at all levels on an ongoing basis.
  - 2.3 Students wishing to use personal digital devices in schools will agree to responsible use as outlined in the Division Personal Digital Device Responsible Use Agreement.