AP 215 – DISTRICT USE OF TECHNOLOGY

Background

This administrative procedure outlines guidelines for supporting responsible and effective use of technology in Cowichan Valley Schools. Technology, when integrated appropriately into the curriculum, can enhance learning, promote creativity, and prepare students to be future-ready citizens. It is our goal to create a safe and conducive learning environment that maximizes the benefits of technology both for learning and organizational business processes, while providing security and protection of privacy for users.

Procedure

1. **User Training and Education**
    1.1. The District will establish training opportunities for staff, students, and when possible, for parents, regarding responsible, safe, and effective technology use.
    1.2. Training should cover topics such as digital citizenship, cyber-safety, ethics, security, privacy, artificial intelligence (AI), and effective technology use in an educational context.
    1.3. Administrators will model effective use of technology.

2. **District Technology Advisory Committee**
    2.1. A District Technology Advisory Committee shall be established each year and act as an advisory body.
    2.2. The Committee shall be chaired by the District Principal of Instruction and Innovation and be composed of elementary, secondary and District staff representatives. All meetings shall be open to any interested staff member and students.
    2.3. The District Technology Advisory Committee shall annually review Administrative Procedure 215 – District Use of Technology and recommend revision, if necessary.

3. **Technology Requests**
    3.1. All technology purchases shall be approved by the District Principal of Instruction and Innovation and/or through the District Technology Advisory Committee.

4. **Technology Infrastructure and Security**
    4.1. Technology infrastructure, including hardware and software, will be maintained at a level to ensure it meets necessary security and privacy standards.
        4.1.1. This will include regularly updating and maintaining systems and software to protect against security threats and vulnerabilities.
    4.2. Role-based access control systems will be in place to restrict access to sensitive data and grant access only to authorized personnel.

5. **Data Privacy and Security**
    5.1. The District will take measures to protect users' privacy by moving towards a zero-trust standard. A zero-trust standard is one where a user's identity is never trusted by default, but always verified through a two-step process to confirm the credentials of who or what is accessing District systems.

5.2. The importance of data privacy and security among staff and students will be supported through annual training opportunities.

5.3. Training will include information on data protection regulations and specific steps to take around responsible data handling.

5.4. Network decryption will be used on specifically approved data classifications to allow for identification of malicious actors and attack threats.

5.5. The District will collect and store only the data that is necessary for educational purposes and delete data when it is no longer needed.

5.6. A registry of where personal information is stored and across what applications will be maintained and updated on a regular schedule.

6. Network Monitoring and Compliance

6.1. The District will utilize network security monitoring tools to monitor for security threats from malicious actors and to ensure compliance with technology use procedures by staff, students, and guests.

6.2. Staff will monitor and audit technology use to identify and address any inappropriate or unsafe online behaviors.

7. Video Surveillance

7.1. Video surveillance will be used when necessary to increase security and safety of building spaces.

7.2. Use of video surveillance will be governed by applicable privacy standards and policies related to collection and retention of data.

8. Incident Reporting

8.1. The District will establish a clear process for reporting technology-related incidents, including cyberbullying, harassment, and policy violations.

8.2. Incidents will be investigated promptly and addressed according to the District's established protocols.

9. Review and Maintenance

9.1. Staff will conduct regular reviews of technology procedures and business operation needs to ensure alignment with current technology trends, privacy, legal requirements, and the fast-changing technology landscape.

9.2. The review may involve stakeholders, including teachers, support staff, parents, and students.

This Administrative Procedure serves as a practical guide for supporting a secure, productive, and responsible technology environment in the Cowichan Valley School District. Administrators, staff, and users must work collaboratively to support these processes so that students are provided the skills and access to technology tools that create future ready graduates.