

# Living Sky School Division No. 202

## Administrative Procedure (AP) Manual



Procedure Name: Responsible Use of Technology			
<b>Procedure Type:</b>	School Operations	<b>Implementation Date:</b>	NOV 10, 2010
<b>Procedure Number:</b>	4.37	<b>Last Revision Date:</b>	JUN, 8, 2026
<b>AP Owner</b>	IT Specialist	<b>Last Reviewed:</b>	JUN 8, 2026
<b>Legal Reference(s):</b>	<i>Education Act, 1995 - section 87 (1)(V)(i)</i> <i>LAFOIPP, 2012: R v. Cole, 2012 SCC 53, [2012] 3 S.C.R. 34</i>		

### Background

Network services are provided for everyone in support of the academic program, operations, and the community in keeping with the vision, mission, values and goals of Living Sky School Division (LSKYSD). Everyone is responsible for ensuring the fair, safe, and equitable use of these resources. Access is provided as part of enrollment or employment with LSKYSD via the @lskysd.ca user account. This account grants access to devices, resources, and the Internet.

### Scope

The Division provides access to digital services for the benefit of the educational community, and this procedure outlines the terms for the use of those services. By using these services, anyone over the age of 18 accepts the terms of use and anyone under the age of 18 does so with parental consent. This procedure is in effect so long as a user holds a LSKYSD user account.

### Roles & Responsibilities

The user is responsible for the ethical, legal, and safe use of the service in keeping with the values of LSKYSD.

### Definitions

**user** – a Division employee or student, or any other person who is associated with LSKYSD and is provided with a LSKYSD user account

### Procedures

#### General

1. All users shall read, understand, and sign a *Living Sky School Division Technology Responsible Use Agreement*. The agreement is in effect until the user no longer holds a LSKYSD user account.
2. All other LSKYSD policies and procedures apply while using resources, including provisioned services accessed from outside school. Canadian and Saskatchewan law, copyright, and licensing rules apply.
3. Users must respect privacy and security of themselves and others. Sharing personal information is only permitted with express permission. Users are never to share accounts or passwords, as outlined in procedure 4.47 *Passwords for Electronic Devices*.
4. Users shall not use personal accounts for work-related activities. For example, users shall not use personal accounts to sign students up for online educational resources or programs.



5. Unauthorized commercial use of LSKYSD resources is prohibited.
6. Tracking of completed forms will be done through MySchoolSask (MSS) student information system.

### Sanctions

7. Damage caused by the careless or malicious use of devices or services could result in the loss of access to systems or services. For in-school staff and students, any costs associated with the repair, replacement, or recovery of devices, services, or data could be issued to the school in which the incident occurred. Disciplinary action is at the principal's discretion.
8. In schools, the use of personal devices is at the discretion of the principal or designate. Personal devices are subject to procedures while on school property, and these are outlined in procedure *6.18 Mobile Technology*.
9. Interactions on social media by academic, professional, or support staff regarding LSKYSD is subject to the procedures, specifically procedure *4.42 Respect and Anti-Bullying* and *5.33 Employee Use of Social Media*. Pursuant to these procedures, access to LSKYSD services may be restricted.
10. In the event of a security breach, privacy breach or investigation, the director or designate reserves the right to access and observe accounts, information, and network traffic available to resolve the issue.

### Disputes

11. Any challenges or disputes of the contents or application of this procedure can be appealed to a triparty committee consisting of a superintendent, the IT specialist, and an applicable school principal/vice-principal or stakeholder.

### Appendices

- 4.37A Technology Responsible Use Agreement – Employee.docx
- 4.37B Technology Responsible Use Agreement – Student.docx

### Related

- 4.42 Respect and Anti-Bullying
- 4.47 Password Policy
- 5.33 Employee Use of Social Media
- 6.18 Mobile Technology