



Education,
Early Learning
and Culture

Éducation,
Développement
préscolaire et Culture



Office of the Minister
Holman Centre
250 Water Street, Suite 101
Summerside
Prince Edward Island
Canada C1N 1B6

Bureau du ministre
Centre Holman
250, rue Water, pièce 101
Summerside
Île-du-Prince-Édouard
Canada C1N 1B6

**MINISTER'S DIRECTIVE
NO. MD 2015-03**

Directive for the Responsible Use of Communication and Information Technology

Supersedes Minister's Directive No. MD 2012-02

Pursuant to section 8 of the *School Act* R.S.P.E.I. 1998, Cap. S-2.1, I hereby issue the following Minister's Directive concerning the responsible use of communication and information technology. The directive has four sections:

1. *Directive for the Responsible Use of Communication and Information Technology;*
2. *Sample cover letter for communication with parents/guardians;*
3. *Communication and Information Technology Expectations for Students* (Schedule A);
4. *Communication and Information Technology Responsible Use Agreement* (Schedule B).

Definitions

“Communication and Information Technology (CIT)” means any device that will store, retrieve, manipulate, transmit or receive digital information. It includes hardware, local and Internet network infrastructure, operating system, networking, and application software.

Purpose

The Department of Education, Early Learning and Culture is committed to the effective use of CIT to both enhance and improve the education it provides to Prince Edward Island children. Access to CIT is provided to students, educators and other users in schools in order to support and meet the authorized curriculum requirements. The *Communication and Information Technology Expectations for Students*, and the accompanying *Communication and Information Technology Responsible Use Agreement* have been implemented to guide and communicate acceptable use to all parents/guardians, teachers and students.

Administration

The school principal shall forward the *Expectations for Students* (Schedule A) and the *Responsible Use Agreement for Students* (Schedule B) to the parent/guardian, along with a covering letter. Subsequently, the principal shall ensure that a signed copy of the *Responsible Use Agreement* has been received from the parent/guardian.

Staff at each school are expected to establish school rules that are consistent with this directive and which establish uniform procedures concerning the use of CIT within the school. At the beginning of each school year, school staff designated by the principal shall:

- a) complete steps 1 and 2 (below) for students continuing in the PEI English and French school system.
- b) complete steps 1, 2, 3 and 4 (below) for all students entering grades K, 4, 7 and 10 as well as students new to the PEI English and French school systems.
 1. Instruct students concerning digital citizenship,
 2. Review the information and responsibilities included in the *Expectations for Students* with students,
 3. Add the signed *Responsible Use Agreement* to the permanent student record file, and
 4. Update the student information management system to indicate the necessary signature(s) have been obtained.

This directive comes into effect for all schools on September 1, 2015.

DATED at Summerside this 13th day of August, 2015.

A handwritten signature in black ink, appearing to read 'Hal Perry', written over a horizontal line.

Hal Perry
Minister

**Province of Prince Edward Island
Department of Education, Early Learning and Culture**

Sample Letter

Dear Parents, Guardians and Students:

This letter is to inform you about access to Communication and Information Technology (CIT) at school. CIT means any device that will store, retrieve, manipulate, transmit or receive digital information. It includes hardware, local and Internet network infrastructure, operating system, networking, and application software. Please discuss the *Expectations for Students* (Schedule A) carefully with your child, then sign and return the *Responsible Use Agreement* (Schedule B) to your school.

Using Communication and Information Technology

We want your child to learn about CIT, use it at school, and develop the attitudes necessary to become a responsible digital citizen. Access to CIT will also give your child new skills and opportunities to research and access additional learning materials.

While this provides many benefits to your child, there is some unacceptable material on the Internet. We have installed software to restrict access to this kind of material, but it could still be possible for students to find it either on purpose or by accident.

We provide all students with access to a computer network that houses educational software as well as gives students access to the Internet and on line electronic collaboration tools which can be accessed from both in and outside of school. Parents/guardians should be aware that anyone who receives electronic communication from your child can obtain user name/account information plus any information included in the message.

Parents/guardians are encouraged to discuss the expectations outlined in Schedule A and consider applying these at home.

Please contact your child's teacher should you have questions or concerns.

Yours truly,

Principal

**Province of Prince Edward Island
Department of Education, Early Learning and Culture**

Schedule A

Definitions

Communication and Information Technology (CIT)

CIT means any device that will store, retrieve, manipulate, transmit or receive digital information. It includes hardware, local and Internet network infrastructure, operating system, networking, and application software.

Digital Citizenship means the norms of responsible behaviour related to the appropriate use of technology.

Expectations for Students

Parents/guardians are asked to review the following expectations carefully with their child. Students should be encouraged to ask their parents/guardians or teacher about any parts that they do not understand.

1. Students will be given access to CIT to support curriculum. Students and parents/guardians must sign the *Communication and Information Technology Responsible Use Agreement* (Schedule B) indicating that they have read and understood the *Expectations for Students* (Schedule A) and return the Agreement to the student's school.
2. Students may use electronic information for research purposes if they acknowledge the source in writing and if they respect the copyright and terms of use.
3. Students must protect their password and username and not give them to anyone else. They must not use other people's passwords. They must also always log out of any program or Internet site after use.
4. Students must not give out any personal information to any person or system on the Internet unless it is part of an educational activity under the supervision of a teacher.
5. Students must use their Google Apps for Education account (email, online documents, calendar, video, etc.) for educational purposes. Because Google content may be housed in various countries, students must make informed decisions about what kind of information they choose to store and transmit.
6. Students may access online or offline digital resources and storage drives only according to school rules. For example, databases, Internet based resources, USB storage devices or network drives.
7. Students must not use any electronic communication device to access sites that contain or promote pornography, racism, hatred or any other inappropriate material.
8. Students must not use any electronic communication device for illegal activities, to harass (cyberbully), or for any activity that would violate the school's code of conduct.

9. To help provide a safe environment, students or their parents/guardians must tell a counselor, teacher, or administrator about any information or messages students receive that are threatening or hurtful. They should keep or print copies of email or text messages, pictures, or any other offending materials.
10. Students must not do anything to manipulate, alter, damage, disable, or destroy the computer system, software, network, or data. Students must not do anything to circumvent the security measures provided at the school or alter the level of access permissions they have been granted.
11. Students must not use CIT in any way that interferes with other users. For example, streaming unnecessary multimedia or sending spam.
12. Parents/guardians may request access to their child's school accounts, including email, documents and sites.
13. Students may be permitted to bring their own personal computing device which may be able to connect to the school's wireless network. Students must follow the same guidelines regardless of the wireless network used (ie, student's own data plan).
14. Students must only use their own device at school with the teacher's permission.
15. Students should use up-to-date virus protection software on applicable devices.
16. Students must turn off all peer-to-peer (music, video, file sharing..) software or web-hosting services on their device while connected to the school's wireless network.
17. The security, care and maintenance of student owned devices are the student's responsibility.
18. The school is not responsible for the loss, theft or damage of student owned devices while at school.
19. In certain circumstances, school staff may have authority under the *School Act* to search or seize school or personal devices used by a student when there are reasonable grounds to believe that a student has used CIT in a manner inconsistent with the expectations outlined herein or school rules.

Result of Misuse

Unacceptable use of CIT by a student may result in disciplinary measures by school staff including, but not limited to, restriction or cancellation of the student's access to CIT. School staff may also contact police respecting unacceptable use of CIT by a student. Unacceptable use may include but is not limited to, audio and video recordings or photographs that violate the privacy of others, issues regarding bullying, etc. The student's supervising teacher, the school administration, the school board or the Department of Education, Early Learning and Culture can decide what is unacceptable use. Students, parents/guardians should also be aware that disciplinary measures may result when a student's off-campus CIT use has a direct negative impact on the school community.

Liability

The Department of Education, Early Learning and Culture, school boards, schools and supervising teachers are not responsible for any damages a student or other user may suffer arising from loss or damage of personal devices, and/or loss of data due to delays, non-deliveries or service interruptions.

Reasonable and appropriate precautions are taken to supervise and monitor student use of CIT. These precautions may not result in full control of student access to content and information. As a result, the Department of Education, Early Learning and Culture, school boards, schools, and supervising teachers do not warrant the accuracy, quality, and suitability of the content and information that might be accessed.

Copy of Schedule B for Parent/Guardian Reference:

Communication and Information Technology Responsible Use Agreement (Schedule “B”)

Parents/guardians of students in grades K to 12 and students who are in grades 4 to 12 must sign the agreement. The agreement is to be signed when students enter grades K, 4, 7, and 10 and by students new to the PEI school system.

PARENT/GUARDIAN AGREEMENT

I have read the attached *Communication and Information Technology Expectations for Students* (Schedule A). I understand and agree that access to CIT is intended for educational purposes. The Department of Education, Early Learning and Culture, the school board and school have taken reasonable precautions to filter unacceptable material. I recognize that it is impossible to restrict access to all unacceptable materials, and I will not hold any school staff person, the school board or the Department of Education, Early Learning and Culture responsible for materials my child acquires through the use of CIT either by accident or on purpose. I acknowledge and agree that should my child commit any violation of the *Communication and Information Technology Expectations for Students* and school rules, my child’s access privileges may be limited, suspended or revoked. School disciplinary action may be taken and/or appropriate legal action may be initiated including release of information to the police or other investigators.

[Parent/Guardian would sign and date form here.]

STUDENT AGREEMENT (Students in grades 4 through 12)

I understand, agree with and will follow the *Communication and Information Technology Expectations for Students* (Schedule A). If I break any of the “*Expectations for Students*,” the school may limit, suspend or revoke my access privileges, take disciplinary action, and/or start legal action including release of information to the police or other investigators.

[Student would date and sign form here.]

Please complete Schedule “B” on the next page and return to your child’s school.

**Province of Prince Edward Island
Department of Education, Early Learning and Culture**

Schedule B

Communication and Information Technology Responsible Use Agreement

Parents/guardians of students in grades K to 12 and students who are in grades 4 to 12 must sign this agreement. This agreement is to be signed when students enter grades K, 4, 7, and 10 and by students new to the PEI school system. It will stay in effect until the child leaves the school system.

PARENT/GUARDIAN AGREEMENT

I have read the *Communication and Information Technology Expectations for Students* (Schedule A). I understand and agree that access to CIT is intended for educational purposes. The Department of Education, Early Learning and Culture, the school board and school have taken reasonable precautions to filter unacceptable material. I recognize that it is impossible to restrict access to all unacceptable materials, and I will not hold any school staff person, the school board or the Department of Education, Early Learning and Culture responsible for materials my child acquires through the use of CIT either by accident or on purpose. I acknowledge and agree that should my child commit any violation of the *Communication and Information Technology Expectations for Students* and school rules, my child's access privileges may be limited, suspended or revoked. School disciplinary action may be taken and/or appropriate legal action may be initiated including release of information to the police or other investigators.

Student's Full Name (print): _____

Parent's/Guardian's Name (print): _____

Parent's/Guardian's Signature: _____

Date: _____

STUDENT AGREEMENT (Students in grades 4 through 12)

I understand, agree with and will follow the *Communication and Information Technology Rules for Students* (Schedule A). If I break any of the "*Expectations for Students*," the school may limit, suspend or revoke my access privileges, take disciplinary action, and/or start legal action including release of information to the police or other investigators.

Student's Signature: _____

Date: _____

Please complete Schedule B, above, and return it to the school as soon as possible.