



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

POLICY STATEMENT

Policy Name: Information and Communications Technology
Section: Business and Administrative Services

Policy Code: BA-1.4

Established: December 17, 1998

Revised or

Reviewed: November 25, 2004; October 29, 2009; January 20, 2014; February 22, 2022;
June 18, 2024

1. POLICY STATEMENT

The Kawartha Pine Ridge District School Board provides accessible, sustainable and equitable learning environments that engage learners and enhance student success through the integration of evolving instructional technologies. Relevant learning experiences and partnerships within these environments actively promote responsibility, global awareness, lifelong learning and ethical digital citizenship.

2. OBJECTIVE

It is the role of the Information and Communications Technology Department to provide an environment that embraces innovative technology promoting quality in education.

3. DEFINITIONS

Board

The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

Employees

All KPR staff members and management personnel, including occasional, temporary and full-time staff.

Information and Communications Technology (ICT)

The use of computing and telecommunication technologies, systems and tools to facilitate the way information is created, collected, processed, secured, transmitted and stored.

Information/Instructional Technology Plan

A plan that outlines an organization's approach to using technology to achieve its long-term goals and objectives. It serves as a roadmap for aligning technology investments with business and educational goals and helps guide decision-making around Information/Instructional Technology initiatives and projects.

Policy

A statement of intent, governing principle or end result, adopted by the Board of Trustees in open public session; it is intended to articulate what must be done, the rationale for it and a framework for the system.

4. APPLICATION

This policy applies to all students, staff, trustees, volunteers, contractors, and visitors who use, access or manage the Board's Information and Communications Technology (ICT) resources, including hardware, software, network, internet, email, social media, cloud services and data. The policy also applies to any personal devices that are connected to the Board's ICT resources or that store or process Board data.

5. RESPONSIBILITY

- 5.1 The Director of Education is responsible to allocate staff and resources to support this policy and associated administrative regulations.
- 5.2 The Executive Officer of Information and Communications Technology, or designate, will be responsible for the authoring and implementation of the Board's Information/Instructional Technology Plan, in partnership with the Teaching and Learning Department and a cross section of Board stakeholders, who will be instrumental in the generation of this plan.
- 5.3 Principals and managers are responsible for enforcing this policy and ensuring the appropriate use of ICT resources within their schools and departments.
- 5.4 Staff are responsible for using the ICT resources in a professional, ethical, and respectful manner and for modeling and teaching digital citizenship to students.

6. POLICY

The Board shall maintain an Information/Instructional Technology Plan for the effective utilization of information technology in education.

The Information and Communications Technology Department will administer all technology services to schools and administrative staff.

Administrative regulations will be maintained to support the intent of this policy. Information and Communications Technology administrative regulations will focus on such topics as communications in schools, hardware, software, and security.

7. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS

Board Policies:

[B-1.7, Video Surveillance](#)

[B-1.10, Electronic Monitoring](#)

[ES-1.6, Personal Electronic Devices](#)

Administrative Regulations:

[BA-1.4.1, Information/Instructional Technology Plan](#)

[BA-1.4.2, Telecommunication Services](#)

[BA-1.4.3, Technology Standards](#)

[BA-1.4.6, Staff Cell Phone Acceptable Use](#)

[ES-1.6.1, Personal Electronic Devices](#)

8. REFERENCE DOCUMENTS

Legislation:

[Canada's Anti-Spam Legislation](#)

[Copyright Act](#)

[Education Act](#)

[Municipal Freedom of Information and Protection of Privacy Act](#)