

SCHOOL DISTRICT NO. 63 (SAANICH)

POLICY DEVELOPMENT COMMITTEE AGENDA

Committee Members: Trustee Martin, Chair
Trustee Holman
Trustee Stelck

Dave Eberwein, Superintendent of Schools
Jason Reid, Secretary Treasurer

Tuesday, October 6, 2020
1:00 pm

A. PRESENTATIONS AND QUESTIONS

No Items.

B. ITEMS FOR DISCUSSION

1. Administrative Procedure 158 (Corporate Identity)

C. ITEMS FOR RECOMMENDATION

Staff Recommendation:

That the Board rescind all current Board policies, bylaws and administrative procedures effective October 14, 2020.

Staff Recommendation:

That the Board approve the attached Board Policy Handbook effective October 14, 2020.

Staff Recommendation:

That the Board acknowledge receipt of the Administrative Procedures Manual for information purposes only.

D. ITEMS FOR INFORMATION

1. Administrative Procedure 140 (Use of Technology & Info Systems)
2. Administrative Procedure 155 (Event Protocol)

E. FUTURE AGENDA ITEMS

That the following remain as policies pending a review by the Board about what portions of these programs the Board wishes to retain as policy:

- Policy 24 (French Language)
- Policy 25 (Programs of Choice)
- Policy 26 (Specialty Academies)
- Policy 27 (International Students)
- Policy 28 (Online Learning)
- Policy 29 (Sexual Orientation & Gender Identity)
- Policy 18 (Recruitment & Selection of Personnel) – clarity on hiring authority
- Correspondence

CORPORATE IDENTITY

Background

The District's corporate identity is one of the first points of contact that the public has with the District. The organization's corporate identity tells a lot about who we are as an organization and plays a key part in defining the District to our publics. The corporate identity also establishes the 'look and feel' of who we are and what we represent. The District's corporate logo is an integral part of our corporate identity and aligns closely with the vision, mission, motto and belief statements in telling our story to broad public audiences.

A key measure in defining the success of the District's corporate identity is the extent to which we are able to achieve consistency across all communications and marketing platforms. Consistent execution of the District's corporate identity (including logo) will be necessary in all forms of print and digital communications, social media, web-based communication, corporate advertising, and building/vehicle signage.

Procedures

1. All representations of the District's corporate identity in any internal or external communications must follow the approval from the Superintendent.

Reference: Section 17, 20, 22, 23, 65, 85 School Act

Approved: April XX, 2020

Amended:

USE OF TECHNOLOGY AND INFORMATION SYSTEMS

Background

The intent of this Administrative Procedure is to set expectations for ethical and appropriate use of the Internet and District Systems and Devices.

The District maintains infrastructure and an Internet connection to support learning communication, educational and administrative functions of staff, trustees and students within and outside of the District.

All users of District networked systems will use those systems and will access resources in ways that are efficient, ethical and legal and consistent with the provisions of this Administrative Procedure, the District Technology Plan, the Provincial Learning Network (PLNet) agreement, and the Freedom of Information and Protection of Privacy Act (FOIPPA) and School Act.

Definitions

District Systems comprises the wired and wireless network and devices, servers, systems and applications, hosted within and outside of the District properties as well as electronic data.

District Devices comprises, but is not limited to District owned desktop and mobile/wireless devices, projectors, document cameras, audio video systems and speakers.

Procedures

1. General

- 1.1. All access by students, staff, volunteers, guests and contractors, including parents, to District Systems is governed by this Administrative Procedure.
- 1.2. District Systems shall be designed and managed in a way that supports and enhances educational opportunities for students and staff, as well as the efficient operation of District business processes.
- 1.3. The District supports and endorses the use of technologies which are environmentally friendly that minimize waste in creation and disposal, use, and re-use.
- 1.4. The District shall, while respecting privacy, monitor any network, system or device activity in order to maintain both the operation and appropriate use of the information network.
- 1.5. The District shall ensure a common and consistent technology platform in order to more effectively use and manage resources. The Director of Information Technology is to ensure that District devices are compatible and are suitable to use with District Systems. Principals must consult with the Director of Information Technology to discuss any potential technology purchases.

2. Access and Use
 - 2.1. An inclusive learning environment requires equitable access to District Devices, District Systems and the Internet.
 - 2.2. Any use of District Systems or Devices must be consistent with the educational or operational purposes of the District.
 - 2.3. Student access to District Devices and Systems is to:
 - 2.3.1. Be developed in a collaborative learning environment in supervised contexts and be accompanied by instruction and high expectations about safety, ethics, etiquette and appropriateness of material.
 - 2.3.2. Be provisional through adherence to the school Code of Conduct.
 - 2.4. District Systems are shared resources. Users of District Systems are expected to use District Systems in a way which does not negatively interfere with the needs of others and maintains the confidentiality, accessibility and integrity of District Systems.
 - 2.5. The District has the right to restrict or terminate access to and through its network at any time for any reason.
 - 2.6. Consequences for inappropriate uses are outlined in the administrative procedures and will be consistent with other disciplinary procedures within the District.
 - 2.7. The following items must be included in the Code of Conduct of each school:
 - 2.7.1. Students will engage in appropriate curricular behaviour when using District Devices or Systems.
 - 2.7.2. While using District Systems requiring consent, students are to publish their own information only, as prescribed by the informed consent letter. Students will not publish other people's personal information, for example: name, location, phone number, images, video, work, username, or other personal information.
 - 2.8. Upon leaving the District due to retirement, resignation, termination, graduation or otherwise, access to district systems may remain for up to 10 calendar days to allow recovery of personal files or emails on district systems.
3. Security
 - 3.1. The District shall endeavor to provide safe and appropriate access to the Internet through modern and sophisticated protections.
 - 3.1.1. Should inappropriate material be accessed, students and staff are to cease access and report such to the Principal or Director of Information Technology.
 - 3.2. Staff and students are expected to exercise due diligence with content containing school-related and confidential information, especially while accessing District Systems outside of the District properties.
 - 3.3. Credentials to access District Devices or Systems are not to be shared or stored in a way in which others may gain access. Passwords shall not be re-used outside of District Systems.
4. Privacy
 - 4.1. The District will store, use and disclose information only as necessary and in ways that are consistent with the School Act, FOIPPA and the provisions of this Administrative Procedure.
 - 4.2. Following guidance of the OIPC-BC and OPC, when meaningful consent is required for the use of Personal Information:
 - 4.2.1. A letter of intent is to be sent home to parents providing adequate explanation of the system to achieve meaningful consent.
 - 4.2.2. Students under the age of 13 require parental consent.
 - 4.2.3. Students in grades K-3 only require parental consent.
 - 4.2.4. Students in grades 4-8 require parental and student consent.

- 4.2.5. Students in grades 9 and above require only student consent.
- 4.2.6. Consent must be given before the use of any District system requiring consent.
- 4.2.7. If consent is not given or is withdrawn, an equitable alternative must be provided.
- 4.2.8. Consent may be withdrawn by any party who gave it as above.

5. Software, Apps and Cloud Services

- 5.1. Selection and use of resources by teachers is governed by the criteria for selection listed in Administrative Procedure 251 - Selection of Learning Resources and is subject to the challenge process outlined in Administrative Procedure 252 - Challenge of Learning Resources.
- 5.2. Technology resources must also abide by the School Act, FOIPPA, Terms of Use and the provisions of this Administrative Procedure.
 - 5.2.1. Vetting is to be done by the Director of Information Technology in the form of a Privacy Impact Assessment and Risk Assessment.
- 5.3. The Director of Information Technology and Principals shall endeavor to provide site-based or district-wide licensing.

6. Communication Tools

6.1. District Staff Communication Tools

- 6.1.1. The District assigned email account shall be an official means of communication for all staff. Users are responsible for all information exchanged via their District assigned email account.
- 6.1.2. The District will also use other official modes of communication, including mobile or desk phones, and instant messaging.
- 6.1.3. The District will also communicate internally and with external stakeholders through an official district staff portal and official district or school websites.
- 6.2. Schools, departments and programs will use District-provided communication tools for communicating internally and externally.
- 6.3. Departure from this procedure must be sought in writing from the Director of Information Technology prior communicating through any third-party tool or website.

7. Personal Devices

- 7.1. The District recognizes that staff and students may bring their own computers to school/work to help perform their duties. Personal devices may only attach to the internet (PLNET) via District provided public wireless access. Personal devices will not be given access to the wired network.
 - 7.1.1. The District accepts no responsibility for theft or damage that may occur to personal items brought to the school or the worksite.
 - 7.1.2. The personal device must not be used, intentionally or not, to compromise the security, accessibility or integrity of any District System, District Device, or other guest device
 - 7.1.3. The District assumes no obligation for the support of the personal equipment; nor will it accept any liability for modifications made to the equipment as a result of establishing a connection.
 - 7.1.4. The owner of the equipment will disconnect the equipment at the request of any Principal or Director of Information Technology.

8. Outside Media

- 8.1. Media (including radio, television, newspapers, and other print and online media) are sometimes permitted or invited to come to the school or to school activities and allowed to take photos or video or conduct interviews with students, for the purposes of promoting public understanding of school programs, building public support for public education, and encouraging student achievement.
- 8.2. School and District staff cannot control news media access, photos/videos taken by the media or others in public locations (such as field trips or off school grounds) or at school events open to the public, such as, sports events, student performances, Board meetings, etc.
- 8.3. Student consent (and Parental consent for students under 13) is required when student personal information is captured by outside media. If parents do not want their children to be involved in such activities, parents need to tell their children to avoid these situations and tell their children's teacher of their wishes.

9. Contractor and Service Provider Access

- 9.1. Access to any District System or Device must be made from a physical location within Canada.
- 9.2. Contractors and service providers are considered employees of the District as it relates to FOIPPA. Contractors and service providers must understand FOIPPA as it relates to their access, use and disclosure of personal information for a public body.
- 9.3. In all cases, information should remain on District Systems and not copied to contractor or system provider systems. All information copied must be stored on secure systems, with encryption while data is at rest, and have all copies deleted within 30 days of the termination of their contract with the school district unless otherwise stated in writing.
- 9.4. Contractors and service providers will use named, unique accounts when accessing District Systems.

Reference: Section 20, 22, 65, 73, 85, 90 School Act
School Regulation 265/89

Approved: July 1982

Amended: November 1989; May, 1990; June, 2008; April, 2011; June, 2014; April XX, 2020

EVENT PROTOCOL

Background

The Superintendent has been given the responsibility to ensure positive external and internal communications are developed and maintained. Proper protocol is to be followed for events organized by schools. The Superintendent is to be informed whenever elected officials or dignitaries are involved in District or school events.

The success of a District or school event depends largely on good planning, as well as having a defined agenda and purpose for the event. If the event is well planned protocols normally flow smoothly.

Protocols will vary from one situation to another, depending on who is involved in the particular event. Accordingly, in the planning for an event, the order of introductions and speakers must be given special attention.

The District recognizes that, at more formal occasions, an acknowledgement of the territory is a sign of respect for the traditional First Nation stewards of the Saanich Peninsula.

Acknowledgement: We acknowledge and thank the WSANEC people on whose traditional territory we live, learn and teach. The WSANEC people have lived and worked on this land since time immemorial.

Procedures

1. When organizing a public event at which dignitaries are present, introduce the most senior dignitaries first:
 - 1.1 Members of the Senate representing British Columbia;
 - 1.2 MPs (cabinet members first);
 - 1.3 MLAs (cabinet members first);
 - 1.4 WSANEC First Nations Elders;
 - 1.5 Board Chair and Vice-Chair;
 - 1.6 WSANEC First Nation Elected Chiefs and Councillors;
 - 1.7 Mayor;
 - 1.8 Other trustees and civic councilors;
 - 1.9 Senior administrators and heads of other organizations;
 - 2.0 Prominent community members.

2. When organizing an event within the District schools, the introductions will take place in the following order:
 - 2.1 Board Chair;
 - 2.2 Vice-Chair;
 - 2.3 Trustees in attendance;
 - 2.4 Superintendent, Assistant Superintendents, Secretary Treasurer;
 - 2.5 Principal, Vice-Principal.
3. When organizing the order of speakers, protocols dictate that the most senior dignitary speaks last.
4. Seating is to be arranged so that the most senior dignitary is closest to the podium at all times.
5. Trustees are to be introduced at all times.
6. Provision is to be made for trustees and other important guests to be greeted by staff or students.
7. As audience members, dignitaries are to be provided with reserved seating in the front row.
8. Invitations to trustees to attend a school event are to be directed only to the liaison trustee(s) by the Principal. The role and expectations are to be defined in the invitation. Provisions for parking are to be made for dignitaries and trustees. Trustees are to be notified at least two (2) weeks prior to the event.
9. The Office of the Superintendent is to be contacted if a representative of senior staff is requested to attend a school event.
10. The trustee invitation and District Office notice is to indicate who will serve as the Master of Ceremonies (MC).
11. When no trustee is available to attend, the MC will be advised to express regrets on behalf of the Board.
12. The Office of the Superintendent is to be contacted for further assistance.

Reference: Sections 20, 22, 65, 85 School Act
Provincial Government Protocol
Federal Government Protocol

Approved: April XX, 2020
Amended: