

Preamble

Communication and interaction through technology has become increasingly popular throughout the school division. However, if misused, online communication can be hurtful, unprofessional and illegal.

In the Regina Catholic School Division (RCSD), we utilize open and public social media, closed and private digital learning platforms, and open and public digital learning platforms as part of our instructional programs and business. Within each of these platforms, there are requirements for appropriate use. Open and public online communication and social media use may include, but is not limited to, texting, twitter, and posting on websites, blogs and other social media. Closed and private digital platforms, like *Office 365*, require individual usernames for all trustees, staff and students for sharing educational information

Definitions

1. **Open and Public Social Media** – any social media (i.e. Twitter) that is connected to the worldwide web.
2. **Closed and Private Digital Learning Platforms** - any digital platform created for educational purposes where RCSD guides the use that is limited to communication between teachers, students and parents (i.e. *Kidblog*). This software is password protected and accessible by invitation only.
3. **Closed and Private or Open and Public Digital Learning Platforms** – any digital platform that is used for sharing learning (i.e. *Office 365*, webpages, student portfolios) that might be closed and private or open and public.

Within RCSD, use of online communication and social media is permitted for educational and business purposes according to the following guidelines:

1. Members may create post, respond and upload information related to the educational goals and business and parent communication needs of RCSD.
2. Members shall not use online communication for personal opinions or comments when working or representing RCSD.
3. All members need to maintain RCSD expectations for professional conduct when posting, replying, or conducting any online interaction. Trustees, staff, and students are encouraged to maintain an appropriate social media and online presence.
4. Online interaction conducted during work time must be for school division educational or business purposes.
5. Any misuse or prohibited use of online communication or social media may result in disciplinary action that may include but is not limited to, revoking or restriction of network privileges. Member's access to RCSD network may be revoked because of inappropriate use.



6. As per *Code of Conduct*, online interaction determined to be inappropriate will be dealt with in the same manner as inappropriate face-to-face interactions and may result in disciplinary action.
7. Student, staff, trustee or parent information is personal and private and must remain confidential. This information should not be shared in any manner unless permission has been granted as per *Freedom of Information and Protection of Privacy (LAFOIP)*.
8. Member shall be aware that their personal online communication and comments, if connected to school division operation and practices, is subject to review at any time.