CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO
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BOARD ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE

1015 Digital Discipleship – Student Responsible Use of Technology

DIRECTIONAL POLICY

1000 Positive Communications

Title of Administrative Procedure:

Digital Discipleship – Student Responsible Use of Technology

Date Approved:

December 2025

Projected Review Date:

December 2030

Directional Policy Alignment:

This administrative procedure aligns with the proposed Directional Policy entitled Positive Communications and establishes guidelines to support responsible use of technology for students, while supporting our moral purpose and the Board vision of transforming the world with justice and peace through Catholic education, inspired by the teachings of Jesus Christ.

Alignment with Multi-Year Strategic Plan:

This policy aligns with the Multi-Year Strategic Plan by:

- Fostering safe learning environments that ensure the mental and physical health of our students is a priority.
- Developing the 21st Century competencies: Citizenship, Creativity and Innovation, Character, Collaboration, Communication, and Critical Thinking.

CDSBEO Strategic Plan

Purpose

The Catholic District School Board of Eastern Ontario acknowledges that providing equitable digital access to all learners is a critical foundation for their success in learning and life. The CDSBEO has a responsibility to educate our students to be safe and conduct themselves in a

way that is consistent with the teachings of Jesus Christ while interacting in their online activities. The CDSBEO has a duty to help students build healthy habits, such as using technology in a way that encourages innovation, curiosity and solves problems, as well as seeking help from a trusted adult when they need assistance.

The purpose of this administrative procedure is to set clear expectations of the way the students at the Catholic District School Board of Eastern Ontario utilize the technology resources that they have available to them. We strive to establish the rules of conduct they are to adhere to while interacting with others in a connected world. The use of technology is a privilege and if used appropriately, can be a powerful tool for learning.

The Administrative Procedure also sets out expectations for students from kindergarten to Grade 12 to ensure that all students have minimal learning distractions to their learning environment and understand responsible use within the school setting. The student is responsible for their personal mobile device, how they use it, and the consequences of not following the board policy.

Responsible use of technology includes the ethical, safe, and effective use of Artificial Intelligence (AI) tools, in accordance with board guidelines.

The associated appendix contains relatable responsible use of technology agreements that foster an awareness of responsibilities and expectations that each student has.

Action Required

1) Students at the Catholic District School Board of Eastern Ontario need to know what is expected of them while interacting online and using technology in an educational environment. This AP is a call to action for them to know and understand the responsibilities they have been given by having this access.
2) All members of the school community must not use personal mobile devices during instructional time except under the following circumstances.
    a. For educational purposes, as directed by an educator, (Qualified teacher or ECE).
    b. For health and medical purposes, and
    c. To support special education needs.
3) For students from Grades 7 to 12 personal mobile devices shall be stored out of view and powered off or set to silent mode during instructional time, except when their use is explicitly permitted by the educator under the circumstances listed in *Action Required* item 2 above.
    a. If the educator sees a personal mobile device that is not stored out of view, they must require the device be handed in for the instructional period and the device

must be placed, by the student, in a storage area located in the classroom designated by the educator.

4) For students in Grades 6 and below personal mobile devices are to be stored out of view and powered off or set to silent mode throughout the full instructional day, except when their use is explicitly permitted by the educator under the circumstances listed in A*ction Required* item 2 above.
    a. If an educator sees a personal mobile device that is not stored out of view, they must require the device be handed in for the instructional day and the device must be placed, by the student, in a storage area in a location designated by the school principal.
5) Students are responsible for their personal mobile device, how they use it and the consequences of not following this policy.
6) Students must follow board guidelines for AI use, including not entering personal or sensitive information into AI tools, and understanding the risks of misinformation, bias, and academic integrity.
7) If a student does not hand in their personal mobile device when required, they may be sent to the principal's office. Principals may use their discretion to follow the procedures listed in CDSBEO Administrative Procedure 413 *Progressive Discipline* to consider a range of responses to address this non-compliance including suspension.

Responsibilities

The Board of Trustees is responsible for:

- Ensuring alignment with the Positive Communications Directional Policy.
- Reviewing Digital Discipleship – Student Responsible Use of Technology as part of its regular policy and procedure review cycle.

The Director of Education is responsible for:

- Designating resources for ensuring the implementation and compliance with this Administrative Procedure.

Superintendents of Schools and System Portfolios are responsible for:

- Supporting technical innovation by overseeing the development of this Student Responsible Use Administrative Procedure.
- Supporting implementation of this Administrative Procedure.
- Promoting a culture of positive digital citizenship that reinforces our Catholic virtues.
- Ensuring that Principals have a clear understanding of specific grade level expectations with respect to the times during the instructional day that student personal mobile devices are restricted from use.

Manager of Information and Communications Technology is responsible for:

- Monitoring usage of the board's network systems.
- Establishing through school and community consultation internet filtering which protects students while maximizing educational opportunities.
- Providing digital citizenship and internet safety resources for staff and students.

Principals and Vice-Principals are responsible for:

- Notifying parents about the Student Responsible Use of Technology Administrative Procedure
- Securing on an annual basis the signatures of each student and their parent/guardian on the appropriate Responsible Use of Technology Agreement for their grade. An electronic acknowledgement of the agreement may also serve as the official record in lieu of a paper copy.
- Establishing the steps to be taken by students and staff to respond to the inadvertent access of inappropriate/illegal content on the internet.
- Cooperating fully with board staff and local authorities in any investigation related to any illegal activities conducted through the technology systems of the Board.
- Ensuring that the provided digital citizenship training is completed by their staff and students.
- Ensuring that Educators have a clear understanding of the expectations around the times during the instructional day that students in various grade levels are restricted from using their personal mobile devices.
- Ensuring that exceptions are made for the circumstances listed in *Action Required* item 2.
- Providing a location in the school where if a student in grade 6 or below is caught using their personal mobile device outside of the exceptions in *Action Required* item 2 can place their device until the end of the instructional day.
- Ensuring that if a student does not hand in their personal mobile device when requested by an Educator and is sent to the Principal's office, they use their discretion to follow the procedures listed in CDSBEO Administrative Procedure 413 Progressive Discipline to consider a range of responses to address this non-compliance which may include suspension.
- Ensuring that a notice is sent to parents annually reminding them of this policy, its requirements, and consequences for non-compliance.

Staff are responsible for:

- Ensuring that students understand the responsible use of technology as part of an instructional plan.
- Providing students with instruction on the appropriate use of the internet, and protocols for use of electronic mail prior to using those tools.

- Providing students with digital citizenship instruction on an annual basis, including instruction on AI literacy, ethical considerations, and privacy, as outlined in the CDSBEO AI Guidelines for best practices on transparency, bias, and critical thinking.
- Ensuring that the guidelines, resources, and frameworks developed for board use of digital tools are followed.
- Having a clear understanding of the expectations of the responsibilities of students in grades 7-12 and students grade 6 and below with respect to the times during the instructional day student personal mobile devices are restricted from use.
- Providing a location in their classroom where if a student in grade 7 to 12 is caught using their personal mobile device outside of the exceptions in *Action Required* item 2 can place their device until the end of the instructional period.
- Sharing and reviewing the Responsible use agreements (1015A, 1015B) with their students listed under Administrative Procedure 1015 Digital Discipleship – Student Responsible Use of Technology.
- Following best practices on classroom management related to the CDSBEO responsible use of technology administrative procedure.
- Exceptions are being made for the circumstances listed in *Action Required* item 2 of this administrative procedure.
- Modeling good practices while not utilizing their own personal mobile devices during instructional times.

Students are responsible for:

- Using available technology to further their educational goals and promote Catholic teaching.
- Reading and acknowledging the Student Responsible Use of Technology Agreement appropriate for their grade on an annual basis. An electronic version of the agreement may also serve as the official record in lieu of a paper copy.
- Their personal mobile device, how it is used and the consequences of not following the school board policy on personal mobile device use.
- Using AI tools ethically, understanding their limitations, and disclosing when AI has been used in their work.
- Adhering to the CDSBEO AP 1015 – Digital Discipleship – Student Responsible Use of Technology and their applicable Agreements.

Parent(s)/Guardian(s) are responsible for:

- Reading, supporting, and acknowledging the Student Responsible Use of Technology Agreement appropriate for their child's grade on an annual basis. An electronic acknowledgement of the agreement may serve as the official record in lieu of a paper copy.

Progress Indicators

- Yearly completion of Student Responsible Use of Technology agreement forms by students and parents.
- Student access of Digital Citizenship and internet safety resources.
- Student Use of Personal Mobile Device restrictions are in place during the instructional periods for each grade level as listed in this administrative procedure.
- Safe locations are being provided for students to store their personal mobile devices during restricted instructional times.
- Progressive discipline is being followed for students that do not hand in their personal mobile devices when requested by the educator and/or school principal.
- Students understanding and adherence to AI use guidelines.

Definitions

- **Artificial Intelligence (AI):** Advanced computer technology that can perform tasks typically requiring human intelligence, such as understanding language, learning from experience, and solving problems.
- **Generative AI (GenAI):** AI that can create new content (text, images, etc.) based on user prompts, using large language models trained on vast datasets. **Digital Citizenship** - Conduct oneself ethically, respectfully and in accordance with the rights, duties, and privileges of being a part of an online community.
- **Digital Discipleship** – utilizing todays technologies to assist in one's lifelong journey of becoming more like Jesus Christ by learning how to think, act, and feel as a follower of Christ and sharing the teachings of Christ with others via technology.
- **Digital Tools** - Electronic tools that are used to help deliver instruction or for other classroom purposes. A movie maker app is an example of a digital tool that can be used to help students create a movie to help explain a concept they are learning.
- **School site** - land or premises or an interest in land or premises required by a board for a school, school playground, school garden, teacher's residence, caretaker's residence, gymnasium, school offices, parking areas or for any other school purpose.
- **Technology** - all forms of technology used to create, store, exchange, and use digital information in its various forms (data, audio, still images, motion pictures, multimedia presentations, and other forms, including those not yet conceived).
- **Content** – content could be any type of digital content whether written, photographs, videos, music, etc.
- **Personal mobile device** refers to any personal electronic device that can be used to communicate or to access the Internet, such as a cellphone, tablet, laptop, or smartwatch.
- **Educators** for the purpose of this administrative procedure, refers to teachers regulated under the Ontario College of Teachers Act, 1996, and early childhood educators

regulated under the Early Childhood Educators Act, 2007.

Related Documents

- Appendix 1 – Catholic Elementary School Student Responsible Use Agreement
- Appendix 2 – Catholic Secondary School Student Responsible Use Agreement

References

- F1:3 Use of Personally Owned Computers
- Towards Full Presence - A Pastoral Reflection on Engagement with Social Media (28 May 2023), Dicastery for Communication (vatican.va)
- Episcopal Commission for Justice and Peace Canadian Conference of Catholic Bishops – Pastoral Letter on the use of social media – January 24, 2024
- Ministry of Education Policy/Program Memorandum (PPM):
- 128 – The Provincial Code of Conduct and School Board Codes of Conduct
- School Board Policy on Enforcement of Restrictions to Student Personal Mobile Device Use
- 119 - Developing and implementing equity and inclusive education policies in Ontario schools
- 120 - Reporting violent incidents to the Ministry of Education
- 114 - Bullying prevention and intervention
- 145 - Progressive discipline and promoting positive student behaviour
- Positive Communications – 1015 Digital Discipleship – Student Responsible Use of Technology
- Safe, Inclusive and Progressive School – 401 Progressive Discipline
- F1:3 – Use of Personally Owned Computing Devices
- CDSBEO Generative AI Guidelines (add link to website once posted)
- CDSBEO AI Guiding Principles (add link to website once posted)
- Education Act, R.S.O. 1990, c. E.2, as amended.
- subsection 301(1) of Part XIII of the Education Act
- Ontario Human Rights Code, R.S.O. 1990, c. H.19, as amended.
- Ontario College of Teachers Act, 1996
- Early Childhood Educators Act, 2007
- Bill 194, Strengthening Cyber Security and Building Trust in the Public Sector Act, 2024 - Legislative Assembly of Ontario