



303BP Use of Division-Owned Technology

APPROVED: 2025.03.19 (2019.11.27) (1998.05.20)

AMENDED: 2019.11.20 (2011.08.17)

REVIEWED: 2025.03.10 (2019.11.20) (2012.06.20)

LEGAL REFERENCE:

- *Education Act Sections 256, 257, 18 (1) (a, b, d, e) (2)(b)*
- *FOIPP Act*

CROSS REFERENCE:

- [303/304.1AP Use of Division and Personal Technology](#)
- [304BP Personal Electronic Devices](#)
- [302.8AP Field Trips & Excursions](#)
- [402.2AP BTPS Staff Code of Conduct](#)

POLICY STATEMENT:

Buffalo Trail Public Schools believes that technology, when used appropriately, is a powerful tool to enhance student learning, enabling students to access, work with, and communicate knowledge and information. The Board believes that, with respect to technology, students should have knowledge, skills and attitudes that will support lifelong learning

GUIDING PRINCIPLES:

1. Network resources are the property of the BTPS and may be used only for educational purposes.
2. Students, staff and parents must adhere to established standards of responsible use when using technology.
3. Central coordination of technology resources is essential to the development, maintenance and security of an effective network.
4. Staff is encouraged to use technology to enhance student learning.

5. It is expected that when technology is being used, it is in a planned and purposeful manner for educational purposes only.
6. Reasonable precautions will be taken to restrict access to inappropriate materials. All users have a responsibility to notify a person in authority should they encounter inappropriate material.
7. Staff taking confidential information outside the BTPS network will ensure that it is encrypted.
8. Where probable cause exists, the Board reserves the right to examine user accounts and activity and to monitor all uses of the Division's computer network. This examination must have prior approval of the Superintendent.
9. Activities involving the willful, intentional or ethical misuse of technology will be subject to disciplinary or possible legal action.