

POLICY COMMITTEE

AGENDA

Tuesday, January 17, 2017

5:30 p.m. – Grimsby Lincoln Room – Education Centre

Chair: Cheryl Keddy Scott

Vice-Chair:

1. Welcome and Introduction
2. Approval of Agenda
3. Review of Minutes of June 21, 2016
4. Business Arising from the Minutes
5. New Business Cheryl Keddy Scott
 - D-01: Digital Technology Use By Students Wes Hahn
 - E-05: Digital Technology Use By Staff Wes Hahn
 - E-16: Electronic Social Media..... Wes Hahn
 - E-17: Performance Appraisal Lora Courtois
 - F-03: Facility Access and Intrusion Alarms..... Stacy Veld
 - G-32: Fees for Learning Materials and Activities..... Kelly Pisek
 - A-09: Naming/Renaming of Schools..... Kim Yielding
6. Adjournment

Next Meeting: Tuesday, March 21, 2017 – 5:30 p.m. – Education Centre – Grimsby/Lincoln Room

POLICY

SECTION:	EDUCATIONAL PROGRAMS AND STUDENT SERVICES	POLICY:	D-01
TOPIC:	DIGITAL TECHNOLOGY USE BY STUDENTS	PAGE:	Page 1 of 2
REVIEW DATE:	FEBRUARY 2017 January 2022	DATE:	February 2012 January 2017
		REVISED:	December 2016

It is the policy of the District School Board of Niagara (DSBN) to provide access to safe and secure digital technology in support of education, research and Board DSBN business in a manner consistent with the Board's DSBN's Mission, Vision and Values. For the purpose of this policy, digital technology is defined as the ever evolving suite of digital software, hardware, computer and network infrastructures (existing and emerging technologies) used at the District School Board of Niagara DSBN.

~~All users of Board provided electronic communication tools, shall familiarize themselves and abide by the guidelines established in Administrative Procedure 4-02: Internet Access and Use Guidelines for Students, Appendix A: Acceptable Use Agreement for Students Using Information and Communication Technologies (ICT) and Policy E-16: Electronic Social Media.~~

The District School Board of Niagara DSBN recognizes the educational value of students utilizing electronic communications systems to enhance their learning through the responsible access to global information and communication. ~~This network is~~ These systems are intended to support and enhance student learning and achievement, be made available equitably to all students and be a support to classroom and other learning activities. All students are expected to use digital technology in a responsible, respectful and lawful manner, which must be in compliance with all relevant federal and provincial legislation, the Mission Statement, Beliefs of the DSBN, and DSBN's Administrative Procedure., as well as Administrative Procedure 4-02: Internet Access and Use Guidelines for Students, Appendix A: Acceptable Use Agreement for Students Using Information and Communication Technologies (ICT) of the Board.

The Board DSBN further recognizes the critical role that parents play in educating their children on the appropriate use of electronic communication systems and in monitoring their use of these systems. This partnership of parents and schools is essential in achieving success in ensuring appropriate use of this ever-changing technology.

Digital Devices

The DSBN recognizes that students may have in their possession personal digital and/or electronic devices while at school or at school related activities. This Policy also governs the acceptable use of personal digital technologies and/or electronic devices by students while at school or at school related activities. At all times, the use of these devices is allowed where they are deemed not to interfere with their personal learning or the learning of others. School staff at the school and at the Board DSBN level shall determine what, if any, use is interfering with learning.

Digital Content

The DSBN provides schools with access to the Board's DSBN's digital network that also includes access to all electronic communication systems, such as, Internet, e-mail, Board DSBN approved social networks and intranet. This service enables students and staff access to electronic mail (e-mail), numerous electronic tools and databases and other social networking tools to facilitate and promote learning and collaboration for educational purposes. In addition, it provides users with access to an ever-expanding array of digital content and provides the possibility of communication with others in the school, in the local community, and around the globe.

For purposes of inspecting, investigating or searching the DSBN's digital technologies, including but not limited to internet logs, social networks or electronic mail, with just cause, the Director of Education (or designate) may authorize appropriate officials to bypass any applicable personal password or codes in accordance with the best interests of the DSBN, its students, or where ordered to do so by law.

POLICY

SECTION:	EDUCATIONAL PROGRAMS AND STUDENT SERVICES	POLICY:	D-01
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		REVISED:	December 2016

Student Discipline

Individuals who do not comply with this Policy will be subject to appropriate consequences in accordance with the circumstances of the event, and within the parameters of any applicable legislation. Consequences may include, but are not limited to the following, either singularly or in combination depending on the individual circumstances:

- Limitations being placed on access privileges to the Board's DSBN's technology resources;
- Temporary suspension of access privileges to the Board's DSBN's technology resources;
- Revocation of access privileges to the Board's DSBN's technology resources;
- Appropriate disciplinary measures within the Safe Schools Act; and
- Legal action and prosecution by the relevant authorities.

References

Policy E-16: Electronic Social Media and Cloud Applications

Policy E-05: Digital Technology Use by Staff

~~Administrative Procedure 4-02: Internet Access and Use Guidelines for Students~~

District School Board of Niagara

POLICY

SECTION:	HUMAN RESOURCES - GENERAL	POLICY:	E-05
TOPIC:	DIGITAL TECHNOLOGY USE BY STAFF	PAGE:	Page 1 of 1
REVIEW DATE:	NOVEMBER 2016 January 2022	DATE:	May 2009 January 2017
		REVISED:	December 2016

It is the policy of the District School Board of Niagara (DSBN) to provide safe and secure digital technology in support of education, research and Board DSBN business in a manner consistent with the Board's DSBN's Mission, Vision and Values. The District School Board of Niagara DSBN requires all employees to use digital technology in a responsible, respectful and lawful manner. The provision of Digital Technology Use by Staff is a privilege, not an assumed right. All users must take full responsibility for their own actions.

For the purpose of this policy, digital technology is defined as the ever evolving suite of digital software, hardware, computer and network infrastructures (wired, wireless, social media, Internet, Intranet, email, and other emerging technologies) used at the District School Board of Niagara DSBN.

Employees have no right of privacy regarding any file(s) maintained in or any communication(s) through the District School Board of Niagara DSBN's computer system, including but not limited to, electronic mail, telecommunications systems, cloud storage, and electronic data storage devices attached to the network such as flash memory Universal Serial Bus (USB) sticks or portable hard drives, Personal Digital Assistants (PDAs) and cellphones.

For purposes of inspecting, investigating or searching the District School Board of Niagara DSBN's computerized files, including but not limited to internet logs, social networks or electronic mail, with just cause, the Director of Education (or designate) may authorize appropriate officials to bypass any applicable personal password or codes in accordance with the best interests of the District School Board of Niagara DSBN, its employees, clients, customers, or where ordered to do so by law.

Inappropriate or illegal use of digital technology at the District School Board of Niagara DSBN may result in disciplinary sanctions up to and including termination of employment.

References

- Policy D-1: ~~Internet, E-Mail and Intranet Access and Use by Students~~ Digital Technology Use by Students
- Administrative Procedure 1-08: Digital Technology Use by Staff
- Administrative Procedure 4-02: ~~Internet Access and Use Guidelines for Students~~
- Policy E-16: Electronic Social Media and Cloud Applications

District School Board of Niagara

POLICY

SECTION:	HUMAN RESOURCES - GENERAL	POLICY:	E-16
TOPIC:	ELECTRONIC SOCIAL MEDIA AND CLOUD APPLICATIONS	PAGE:	Page 1 of 1
		DATE:	May 2016 January 2017
REVIEW DATE:	MAY 2016 January 2022	REVISED:	December 2016

The District School Board of Niagara (DSBN) is committed to supporting staff use of electronic social media to interact knowledgeably, responsibly, and professionally as it is recognized that part of 21st century modern learning is adapting to the changing methods of communication. Electronic communication and social media create new options for extending and enhancing education when used responsibly and professionally and its use by staff is recognized as a viable means to involve colleagues, parents, and students in academic dialogue.

The Board DSBN recognizes that all employees are role models and that parents entrust them with the duty to educate their children. The use of electronic communication and social media has the potential to affect this trust and as such, it is expected that social media be used appropriately. All staff members are expected to represent themselves in electronic social media the same way they would in person and to maintain the ethical standards of care, trust, respect and integrity.

Non-compliance by staff with this Electronic Social Media Policy may result in sanctions and/or the imposition of appropriate discipline.

The District School Board of Niagara DSBN has been utilizing s Social m Media in communicating with both Board DSBN staff and the general public, e.g., Facebook and Twitter, etc. Individuals who are non-compliant with the appropriate use of the eElectronic s Social mMedia sites may have their usage restricted or removed.

Reference:

~~Administrative Procedure 5-29: Electronic Social Media~~

Policy D-01: Technology Use By Students

Policy E-05: Digital Technology Use By Staff

POLICY

SECTION:	HUMAN RESOURCES - GENERAL	POLICY:	E-17
TOPIC:	PERFORMANCE APPRAISAL	PAGE:	Page 1 of 1
		DATE:	November 2011 January 2017
REVIEW DATE:	November 2016 January 2022	REVISED:	

INTRODUCTION

The District School Board of Niagara (DSBN) is committed to improved student achievement and well being through excellence in teaching, service delivery, ongoing learning opportunities for all staff and the delivery of a range of support services to schools, departments and Board DSBN administrative centres. The DSBN Board strives to provide an environment where employees are encouraged to perform the duties of their positions at the highest level achievable. Regular and cyclical performance appraisals for all employees support this commitment.

Performance development and appraisal has a positive effect on student achievement and staff effectiveness, assists in the identification of professional learning and training needs, and supports a positive workplace climate. Employee performance appraisal is a key factor in supporting DSBN's the Board's Mission, Vision and Values.

Formal performance appraisal is one part of an ongoing reflective process between employee and supervisor immediate supervisor to assess skill development, support continuous high quality performance, complement ongoing individual performance, engage in learning and training dialogues, and act as a catalyst for professional growth.

DEFINITION*Performance Appraisal*

The performance appraisal is a cyclical process that provides an opportunity for feedback and discussion regarding professional growth, clarifies job expectations, identifies areas where performance management would be beneficial and confirms individual levels of performance in comparison to established standards. Appraisals are documented in accordance with DSBN Board guidelines, technical manuals and legislation. Ongoing observation of the employee's interactions with students, the community, parents, supervisors' immediate supervisors and coworkers, along with the objectives achieved during the review period provide the framework from which the performance appraisal is compiled.

POLICY

SECTION:	FACILITY SERVICES	POLICY:	F-03
TOPIC:	FACILITY ACCESS AND INTRUSION ALARM	PAGE:	1 of 1
REVIEW DATE:	April 2017 January 2022	DATE:	April 2012 January 2017
		REVISED:	

PURPOSE

In order to protect the ~~Board's~~ District School Board of Niagara's (DSBN) students, staff, facilities, equipment and assets and to provide reasonable access, the ~~District School Board of Niagara~~ DSBN supports the use of electronic access, master keys and security systems.

1. EXTERIOR ACCESS

(a) **Design Standard**

Access to each ~~Board~~ DSBN facility will be controlled through the use of an electronic access system made up of a card reader ~~at the main entrance door. proximity device and associated electronic door strike.~~

(b) **Authority for Design**

Facility Services is responsible for the design, installation and cost associated with the electronic access system. The design of these systems will be consistent throughout the ~~District School Board of Niagara~~ DSBN.

(c) **Access**

School ~~Principals~~ Administrators will have the authority to grant access to Board facilities by providing access cards to their school staff.

Facility Services Managers will have the authority to grant access cards ~~or master keys~~ to system support staff, ~~pre-approved contractors~~, and community groups.

2. INTERIOR ACCESS

Distribution and management of interior school keys shall be the responsibility of the ~~School Principal~~ Administrator.

3. INTRUSION ALARMS

- Intrusion alarms shall be provided in all facilities where required to protect ~~Board~~ DSBN property.
- Each user accessing a facility shall be issued a personal access code which is to be used exclusively by that person.
- Any person or organization who improperly uses the system will be responsible for the cost of any alarm charges.

References

- Policy C-01: Community Use of Schools
 Administrative Procedure 5-34: Facility Access and Intrusion Alarm

District School Board of Niagara

POLICY

SECTION:	SCHOOL OPERATIONS	POLICY:	G-32
TOPIC:	FEES FOR LEARNING MATERIALS AND ACTIVITIES	PAGE:	1 of 1
		DATE:	May 2014 January 2017
REVIEW DATE:	May 2016 January 2022	REVISED:	

The District School Board of Niagara (DSBN) believes that all students can learn and ~~that~~ we are committed to every student achieving success. Every student has the right to attend a school, where they are a qualified resident pupil, without payment of a fee. It is understood that each student should benefit and have equal access to programs and resources in their regular day school.

DSBN schools may choose to offer enhanced programming and materials which are voluntary enrichments to the curricular or co-curricular activities beyond what is necessary to meet the learning expectations for a particular grade, subject or course. ~~course enhancements (field trips) and supplementary learning materials beyond the core curriculum.~~ In these cases, fees may be collected and charged and collected by the school to cover cost associated with the activity which include but are not limited to the cost of transportation and cost of entry fees, admissions etc. It is also understood that schools may potentially charge ~~activity school/student activity fees for activities~~ This includes but is not limited to student agendas/yearbooks, special events, athletics and student council activities. ~~(e.g., dances, school clubs, athletics and student council activities).~~

Schools are required to develop strategies that recognize and reduce barriers to participation and work to effectively include all students in opportunities being provided. In situations where fees may be charged to students, the school administration shall make every effort to assist students with limited financial means in a confidential manner. While no student should be excluded from participating in any school activity or event based on the ability to pay, some activities and events may require a plan for recovery of the cost ~~or partial cost~~ for participation.

Where any fees are collected, all funds received will be accounted for in accordance with DSBN Policies and Procedures. These fees are collected to complement and not replace public funding for education.

~~While no student should be excluded from participating in any school activity or event based on the ability to pay, some activities or events may require some recovery of the cost for participation. ??~~

~~It is also understood that schools may potentially charge activity fees for activities (e.g., dances, school clubs, athletics and student council activities). In situations where fees may be charged to students, the school administration shall make every effort to assist students with limited financial means in a confidential manner. Where any fees are collected, all funds received will be accounted for in accordance with DSBN Policies and Procedures. These fees are collected to complement and not replace public funding for education.~~

Reference

Administrative Procedure 1-28: Fees for Learning Materials and Activities

District School Board of Niagara

POLICY

SECTION:	BOARD GOVERNANCE AND ADMINISTRATION	POLICY:	A-09
TOPIC:	NAMING/RENAMING OF SCHOOLS	PAGE:	1 of 2
		DATE:	April 2011 January 2017
REVIEW DATE:	November 2017 January 2022	REVISED:	March 2015

The District School Board of Niagara (DSBN) recognizes that the naming/renaming of a school is important for employees and students as well as to the surrounding community. As needed, an ad hoc committee for the purpose of naming/renaming shall be established in accordance with this policy.

INITIATION OF NAMING/RENAMING PROCESS

The Superintendent of Education in the area of the school to be renamed will submit a request by letter to the Chair of the Board of Trustees. With appropriate input from the Board of Trustees, the Chair and the Director of Education will determine if a naming committee will be formed.

COMMITTEE COMPOSITION

- Local Trustee(s) associated school
- School Administrator representative or designate
- Local School Council representative(s)
- Student representative(s)
- Superintendent of Education (serving as Chair and resource support)
- Community/Municipal representative if available

ROLE OF THE COMMITTEE

- The committee will be provided with a list of possible names by the Committee Chair
- The committee will evaluate suggestions and the information provided in support of the proposed name based on the naming criteria
- The committee will vote using a system outlined at the first meeting by the Committee Chair

NAMING INPUT

- Input will be sought via DSBN and school communication vehicles including but not limited to newsletters/notices, websites and social media
- Naming criteria, along with deadlines for submission of names will be clearly communicated with requests for naming input

NAMING CRITERIA

To guide name selection, the Naming Committee will consider names that:

- Inspire students
- Reflect DSBN's vision, mission, core values and community composition
- Recognize a renowned Canadian with significance to the Niagara community
- Honour a Canadian whose contribution to Canadian society or to the world is recognized and valued across Canada
- Depict an event that has shaped life in Niagara
- Recognizes an historical name or event which once applied to the area in which the school is located
- Identifies the community served by the school
- Uses the name of the street on which the school is located

Proposed names cannot:

- Be of current employees or members of the Board

District School Board of Niagara

POLICY

SECTION:	BOARD GOVERNANCE AND ADMINISTRATION	POLICY:	A-09
TOPIC:	NAMING/RENAMING OF SCHOOLS	PAGE:	2 of 2
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VOTING FOR THE NAME

- Superintendent of Education will submit the top 3 names put forth by the committee with the rationale for each name to the Office of the Director of Education.
- The Director of Education staff coordinates the voting of the school name at a future regular meeting of the Board of Trustees.
- Board of Trustees will submit their preferences by ballot. Voting will continue until there is a clear majority.
- After voting has concluded, the Chair of the Board of Trustees will request that a motion be made to declare the new name of the school and the effective date. The motion will be seconded and passed by the Board of Trustees.