



# Digital Tools/Software Use in SD22

## District Policies

Students and teachers must be aware of policies governing privacy and conduct while using district technology equipment.

[School District #22 Code of Conduct](#)

[Student and Staff Access to Networked Information Resources](#)

[Social Media Use](#)

[Freedom of Information and Protection of Privacy](#)

## Consent to Access Software and Digital Tools

Office 365 and Google Accounts will be created as part of school registration. No further action is needed.

All other applications that store or transmit any student data or personal data, including software, web tools, extensions, and add-ons, must have a Privacy Impact Assessment (PIA) completed and then accepted into the district list of approved digital tools and require yearly permission from parents. To know if something is approved for use, please review the list found at [SD22Learns.ca - Digital Transformation - Software Requests](#). If it is not currently approved for use, you may complete the PIA found on the same page.

Parental Consent to have students use digital tools/software must be reviewed annually in September. This is an opt out process. The notice to families can be found at [SD22Learns.ca - Digital Transformation - Digital Citizenship](#). Any families who choose to opt-out must provide written notice which must be recorded in MyEd BC as follows:

- Opt out of Google Services: Misc 6, EA2, Google Account Sync indicator
- Opt out of all digital tools/software: Misc 7, EA3, Web tool permissions indicator

**Each school should develop their own process to communicate this to families and maintain these records in MyEd BC.**

Teachers will be able to run a report in MyEd to clearly see which families have opted out.

## Digital Citizenship

Whenever teachers and students use any digital tool, they must be aware of the applicable privacy and security issues, and what data is being shared, even when a tool is approved for use by the district. Helpful resources for this work can be found at [SD22Learns.ca - Digital Transformation - Digital Citizenship](#)