



CALGARY BOARD OF EDUCATION

Administrative Regulation

1062 - Acceptable Use of Electronic Information Resources

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Purpose **1** The purpose of this regulation is to ensure responsible and appropriate use of Calgary Board of Education electronic information resources.

Application **2** This regulation applies to anyone using Calgary Board of Education electronic information resources including but not limited to employees, agents, appointees, consultants, contractors, persons on secondment, volunteers, practicum students, student teachers, exchange teachers, students, parents and school council members.

Definitions

3 In this regulation,

- (a) **“electronic information resources”** means all forms of electronic information, its storage and communication, including electronic storage medium (such as disks, diskettes, CD-ROMs, DVD’s, server shares, public folders, web sites and news services, and computer screens), content (such as files and documents, database records, multimedia clips, web pages, e-mail, voice mail, chat room and forum discussions, and news items), and electronic communications medium (such as data lines, modem lines, local, wide area and broadband networks, but does not include telephone conversations;

- (b) **“inappropriate material”** includes but is not limited to
 - (i) any vulgar or lewd depiction or description of the human body except for artistic or historical depictions of nudity or anatomical, scientific or medical information, used in an educational context;
 - (ii) any material that has been publicly labeled as being strictly for adults;
 - (iii) any description of any sexual act which is not part of the approved program of studies used in an educational context;
 - (iv) graphic description or depiction of violent acts including murder, rape, mutilation, torture or serious injury;
 - (v) material encouraging the use of any illicit or illegal drugs, tobacco or alcohol, except for material used in an educational context such as drug abuse statistics;
 - (vi) on-line gambling services;
 - (vii) crude or vulgar language or gestures;
 - (viii) material or information that advocates violence against, denigrates, or exposes a person or class of persons to hatred or contempt because of race, religious beliefs, colour, gender, sexual orientation, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income or family status, including historically inaccurate information that vilifies the person or class of person;

- (ix) encouragement of, tools for, or advice on carrying out criminal acts, including lock-picking, bomb-making, and computer hacking information;
 - (x) excretory functions, tasteless humor, graphic medical photos outside of the medical context and extreme forms of body modification such as cutting, slashing, branding, and genital piercing; and
 - (xi) any unlicensed media, software, MP3, DVD movies or any other copyrighted materials including materials that are bootlegged or illegally available for purchase or download.
- (c) **"personal information"** means recorded information about an identifiable individual, including
- (i) the individual's name, home or business address or home or business telephone number;
 - (ii) the individual's race, national or ethnic origin, colour or religious or political beliefs or associations;
 - (iii) the individual's age, sex, marital status or family status;
 - (iv) an identifying number, symbol or other particular assigned to the individual;
 - (v) the individual's fingerprints, blood type or inheritable characteristics;
 - (vi) information about the individual's health and health care history, including information about a physical or mental disability;
 - (vii) information about the individual's educational, financial, employment or criminal history, including criminal records where a pardon has been given;
 - (viii) anyone else's opinions about the individual;
 - (ix) the individual's personal views or opinions, except if they are about someone else; and
 - (x) student records.

**PART 1
ELECTRONIC INFORMATION RESOURCES**

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| Electronic information resources | 4(1) Calgary Board of Education electronic information resources are resources provided for the purpose of conducting business related to the mission of the Calgary Board of Education. |
| | (2) For the purpose of this regulation, staff-development opportunities are considered mission-related business. |
| Authorization | 5(1) Access to Calgary Board of Education electronic information resources must be authorized. |
| Responsibilities of supervisory personnel | 6 It is the responsibility of <ul style="list-style-type: none">(a) supervisory personnel to inform themselves and all persons reporting to them about this regulation;(b) teaching personnel to inform themselves and all students under their direction about this regulation; and(c) supervisory or teaching personnel to inform all persons accessing electronic information resources under their control about this regulation. |

**PART 2
RESPONSIBLE USE OF
ELECTRONIC INFORMATION RESOURCES**

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| Guiding principles | 7(1) All duties, responsibilities, obligations and expectations of employees, including those expectations described in Calgary Board of Education policies, regulations, procedures, guidelines, and practices, apply to all users of Calgary Board of Education electronic information resources. |
| | (2) In the use of electronic information resources, persons must not harm or attempt to harm any person, whether an individual or a corporation, or their assets or reputation. |

- (3) In the use of electronic information resources persons must use appropriate language, and any statements of opinion that employees make may be made only as part of their responsibilities, and must be respectful, fair, and not malicious.
- (4) Persons must not plagiarize, and must respect the ownership and copyright entitlements of all persons.
- (5) Persons must be diligent and responsible in monitoring their use and decisions to use electronic information resources.

Inappropriate material **8** Persons must not use Calgary Board of Education electronic information resources to access any material or information that may contain inappropriate material or create, post, send, or download inappropriate material for any use including business, personal or classroom use.

Respect for personal information **9** Persons must not post, publish, circulate or distribute personal information about themselves or other persons, including family members, teachers, students or friends on the Calgary Board of Education electronic information resources unless they have received authorization and the release is in accordance with the Freedom of Information and Protection of Privacy Act.

Personal time **10(1)** Limited personal use of Calgary Board of Education electronic information resources is permitted for authorized persons only if it has no negative impact on the performance of the person using the resources and when it complies with Calgary Board of Education regulations, including this regulation, Administrative Regulations 1061 - Security of Information Resources and 4027 - Code of Conduct for Employees.

- (2) Persons must not use the Calgary Board of Education's internet servers to post their own personal information anywhere, including to a personal homepage.
- (3) Persons must not use Calgary Board of Education electronic information resources to engage in their own business or financial transactions for personal financial gain.

Account passwords **11** Persons must keep their account passwords confidential.

Prohibited activities

- 12** In the use of Calgary Board of Education electronic information resources, persons must not
- (a) subject to section 10, access, collect, use or disclose information they do not need for their duties;
 - (b) use electronic information resources or accounts unless they are authorized to do so;
 - (c) send or display offensive messages or pictures;
 - (d) use obscene language;
 - (e) harass, insult or attack another person or their reputation;
 - (f) damage, or attempt to damage electronic information resources such as computers, computer systems, data or networks;
 - (g) ask others to access computers, computer systems, data or networks to support unauthorized use;
 - (h) use other people's passwords or accounts,
 - (i) trespass, or attempt to trespass in other people's folders, work or files;
 - (j) intentionally waste resources;
 - (k) intentionally access, post, send or download inappropriate material;
 - (l) ask authorized users to make unauthorized changes to information;
 - (m) assume the identity of another person to obtain information;
 - (n) use electronic information resources for any illegal or unethical activity; and
 - (o) use electronic information resources for on-line gambling.

Audit and access

- 13** All use of Calgary Board of Education electronic information resources is subject to
- (a) monitoring by an authorized person, and
 - (b) search by an authorized person,

- (i) when required for operational needs, or
- (ii) where there are reasonable grounds to suspect abuse, misuse or noncompliance with Calgary Board of Education regulations or improper or illegal activity.

Breach of regulation

- 14** Any violation of this regulation, or the principles or expectations set out in it, may result in
- (a) loss of access privileges,
 - (b) loss of volunteer position,
 - (c) student disciplinary measures under Administrative Regulation 6001- School Discipline,
 - (d) employee disciplinary action such as employment suspension or termination, or
 - (e) legal action, including actions taken by the Calgary Board of Education, by persons unrelated to the Calgary Board of Education, and criminal prosecution.

Approved: August 25, 2000
Amended: June 11, 2003
Review date: November 1, 2006

References

Administrative Regulation References:

- 1061 - Security of Information Resources
- 4027 - Code of Conduct for Employees
- 4027.2 - Personal and Sexual Harassment
- 4027.3 - Anti-Racism and Equity
- 6001 - School Discipline
- 6024 - Student Records

Other References:

- Seven Steps for Safe Surfing from Calgary Police Services, <http://www.calgarypolice.ca/kids/safesurfing.html>