



## Acknowledgement of Responsibilities and Obligations for New Employees

I acknowledge that by accepting employment with The Calgary Board of Education I agree to be bound by all policies which govern the operation of the school board and my conduct while I am an employee.

### **Administrative Regulation: 4027 – Code of Conduct for Employees & 1061 – Security of Information Resources**

I specifically acknowledge having received a copy of Administrative Regulation 4027 – Code of Conduct for Employees and 1061 – Security of Information Resources and I promise to comply with the requirements throughout my employment with The Calgary Board of Education.

### **Administrative Regulation: 1070 – Occupational Health & Safety**

I specifically acknowledge having received and read a copy of the Administrative Regulation 1070 – Occupational Health and Safety – and I agree to comply with the requirements through my employment with The Calgary Board of Education. I agree to complete my online Health and Safety training once hired, and to abide by obligations and duties under the Alberta Occupational Health and Safety Act, Code, and Regulation. I understand that it is my obligation and duty to report unsafe conditions in the workplace to my supervisor.

### **Administrative Regulation 6024 – Student Records**

I specifically acknowledge having read and understood The Calgary Board of Education Administrative Regulation 6024 on confidentiality of student and other information. I also understand that any information collected and stored by The Calgary Board of Education including student, financial, or administrative matters which I may have access to is strictly confidential and is to be used only in the performance of necessary duties. Any such information may only be communicated or disclosed where authorized by policy, the *Protection of Privacy Act*, the *Access to Information Act*, or another law. I will not take, alter, copy, interfere with, or destroy any information unless authorized to do so according to established policy.

### **Administrative Regulation 1062 – Acceptable Use of Electronic Information Resources**

I specifically acknowledge having received a copy of Administrative Regulation 1062 – Acceptable Use of Electronic Information Resources – and I agree to comply with the terms and conditions (see reverse of page) contained in Administrative Regulation 1062 under which the CBE Network/Corporate Messaging access will be issued. I am aware that these terms and conditions are established for the purpose of maintaining security of the CBE Network/Corporate Messaging resources, applications and data. I understand that any violation of Administrative Regulation 1062 may result in actions taken in accordance with Section 14 of the regulation.

### **Administrative Regulation: 4090 – Public Interest Disclosure (Whistleblower Protection)**

I specifically acknowledge having read and understood the Administrative Regulation 4090 – Public Interest Disclosure (Whistleblower Protection) on disclosure and investigation of significant and serious matters that an employee believes may be unlawful, dangerous to the public or injurious to the public interest. I am aware that these terms and conditions are established for the purpose of protecting employees from reprisal for making a disclosure and promoting public confidence in the administration of The Calgary Board of Education.

### **Working Relationship Commitment**

I specifically acknowledge having received a copy of the Working Relationship Commitment Document and I promise to commit to a culture of respect, trust and participation in support of student learning throughout my employment with The Calgary Board of Education.

**Print Name:**

**Signature:**

**Date:**

**Witness:**

**Date:**

Please make a copy (both sides) of this form for your personal records and then email a signed copy to your recruiter to include in your personnel file.

The Calgary Board of Education (CBE) collects the personal information requested on this form under the authority of section 4(c) of the Alberta *Protection of Privacy Act*. This information will be used for the management of personnel and for the delivery of Human Resources programs at the CBE. The personal information may be inputted into automated systems. If you have any questions about the collection and storage of personal information, please contact the Employee Contact Centre at 403-817-7333 and a representative will help you.

**Terms and Conditions of Administrative Regulation 1062**

Read these terms and conditions carefully. These are the terms and conditions which you accept and agree to comply with as a Calgary Board of Education Employee who has Network and Computer access. Failure to comply with these requirements may result in the suspension of these access privileges. These terms and conditions are established for the purpose of maintaining security of and for Calgary Board of Education networking resources, applications and data. Computer access security awareness is a job performance expectation.

**Student access to Administrative Access Services is strictly prohibited.**

**Administrative Regulation 1062: Employee Acceptable Use of Electronic Information Resources****Access Passwords**

1. The access passwords will be created according to guidelines available from System Account Administrator.
2. The access password will be kept private and secure.
3. The access password will not be written down.
4. The access password will not be contained in any electronic mail messages.
5. The access password should not be contained in any automated logon sequence or file.
6. The access password will not be provided to anyone over the telephone.
7. The access password will not be a proper name or a word in the English dictionary.

**Access Logon State**

The service(s) you have accessed will not be left in an unsecured state or on an unattended workstation. For all services you have accessed, you will log off when leaving the workstation for any length of time, and at the end of the day.

**Access Owner Employment Status and Location**

Notifying the Human Resources of changes in your employment status or location is your responsibility upon the approval and notification from your Supervisor/Principal.

**Access Administration**

Information Technology Services management continually reserves the right to access and delete any files/email that might be considered detrimental to CBE's computer system or in some other way is unacceptable.

Policies can be viewed on the Calgary Board of Education website at:

<http://www.cbe.ab.ca/about-us/policies-and-regulations/Pages/Administrative-Regulations.aspx>

[Working Relationship Commitment](#)