



CALGARY BOARD OF EDUCATION

Administrative Regulation 1062 – Responsible Use of Electronic Information Resources

Table of Contents

Purpose	1
Application	1
Definitions	1
Guidance for the Use of Electronic Information Resources	2
Assets Owned by the CBE	3
Responsible Use of Electronic Information Resources	3
Digital Citizenship	3
Consequences for Violations	4

- Purpose**
1. To define the responsible use of Electronic Information Resources within the Calgary Board of Education.
- Application**
2. This regulation applies to staff, students, parents, volunteers, contractors, guests, visitors, and those who are authorized to act on behalf or are associated with the CBE.
- Definitions**
3. In this Regulation
 - 1) **“Electronic Information Resources”** are any electronic assets, systems, data or networks
 - 2) **“CBE Electronic Assets”** are any Electronic Information Resource owned or under the custody of the CBE.
 - 3) “Hacking” is any activity that affects or attempts to affect the confidentiality, integrity or availability of any Electronic Resource.
 - 4) **“Inappropriate Electronic Material”** includes but is not limited to:
 - a. 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;
 - b. any material that has been publicly labelled as being strictly for adults;

- c. any description of any sexual act which is not part of the approved program of studies used in an educational context;
- d. graphic description or depiction of violent acts, including murder, rape, mutilation, torture or serious injury, except for material used in an educational context;
- e. 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;
- f. on-line gaming or gambling services;
- g. crude, obscene or vulgar language, gestures or pictures;
- h. 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;
- i. encouragement of, tools for, or advice on carrying out criminal acts, including lock-picking, bomb-making, and computer hacking information;
- j. excretory functions, tasteless humour, graphic medical photos outside of the medical context and extreme forms of body modification such as cutting, slashing, branding, and genital piercing; and/or
- k. any unlicensed media, software, music, media or any other copyrighted materials including materials that are bootlegged or illegally available for purchase or download.

Guidance for the Use of Electronic Information Resources

4. CBE Electronic Information Resources shall be used in a manner consistent with the mission and the mandate of the CBE.

Assets Owned by CBE

5. CBE Electronic Assets are the property of the CBE, and as such there is no expectation of privacy for any user of CBE Electronic Information Resources. Authorized personnel where appropriate may, audit, search, or take corrective action as part of their assigned duties.

**Responsible Use
of Electronic
Information
Resources**

6. Users of CBE Electronic Information Resources are responsible for:
- 1) accessing only those resources for which they have been authorized;
 - 2) not accessing resources for others, or ask others to access resources on their behalf, where authorization does not exist;
 - 3) ensuring that passwords are kept private and are not shared;
 - 4) taking precautions that are consistent with the sensitivity in maintaining the privacy of data that is under their custody;
 - 5) ensuring that personal use is limited and does not interfere with the individual from carrying out assigned duties, roles and responsibilities; and does not interfere with the mission of the CBE;
 - 6) making sure that inappropriate electronic material is not accessed, stored, or distributed;
 - 7) ensuring security systems are not intentionally bypassed and evidence of inappropriate activities are not deleted;
 - 8) not carrying out hacking or illegal activities;

**Digital
Citizenship**

7. When using any Electronic Information Resource one shall:
1. Use ethical and respectful behaviour when conversing or posting material.
 2. Not disclose or post confidential, personal or sensitive information pertaining to themselves or other persons, including but not limited to family members, teachers, students or friends.
 3. Respect copyright and fair use of content.
 4. Postings or communications should be professional, in a positive tone, in good taste, and not reflect negatively on the CBE.
 5. Staff and students should be aware of the user requirements stipulated in a school's Digital Citizenship policy.

**Consequences
for Violations**

8. Any violation of this regulation, or the principles or expectations set out in it, may result in
- 1) loss of access privileges;
 - 2) termination of volunteer position, agency, consulting or contracts;

- 3) student disciplinary measures under Administrative Regulation 6001 – School Discipline;
- 4) disciplinary action, up to and including dismissal; and/or
- 5) legal action, including actions taken by the CBE, by persons unrelated to the CBE, and referral for criminal prosecution.

Approved:	May 14, 2012
Implementation	June 18, 2012
Review Date	July 1, 2015

References	
Governance Policy References:	<ul style="list-style-type: none"> • OE-1: Global Operational Expectations • OE-7: Asset Protection
Administrative Regulations	<ul style="list-style-type: none"> • AR 1061 – Security of Information Resources • AR 1067 – Use of Social Media • AR 4027 – Code of Conduct for Employees • AR 6001 – School Discipline
Contact Persons:	<ul style="list-style-type: none"> • For general information, Learning Innovation