

#11 Digital Citizenship

BOARD POLICY

Board Approval: February 26, 2019
Effective Date: March 1, 2019
Review Date: June 26, 2024
Scheduled Review Date: June 26, 2027

PURPOSE

The Board strives to ensure that Employees, Representatives and Students demonstrate exemplary digital conduct.

DEFINITIONS

Act – Alberta Human Rights Act

Board – The Boards of Directors of CA, HLF and HLS, otherwise known as the Headwater Learning Group (HLG).

Chief Executive Officer (CEO) – The head of operations of each of the three entities of HLG.

Digital citizenship – the ability to navigate and engage in digital environments in a way that is safe, productive and responsible.

Employee – an individual who is working under an employment relationship with HLG.

Harassment – Any single incident or repeated incidents of objectionable or unwelcome conduct, comment, gesture, physical contact, bullying or action by a person that the person knows or ought reasonably to know will or would be unwelcome, inappropriate and cause offence or humiliation or adversely affects the health and safety of Employees, Representatives and Students and includes:

- a) **Discriminatory Harassment** – A form of harassment based on the protected grounds outlined within the Act and is against the law. This includes race, religious beliefs, colour, gender, gender identity, gender expression, place of origin, physical disability, mental disability, age, ancestry, marital status, source of income, family status or sexual orientation.
- b) **Sexual Harassment** – A form of harassment that is sexual in nature.
- c) **Non-Discriminatory Harassment** – A form of harassment, while not covered by human rights legislation, which is inconsistent with organizational values and desired interpersonal behaviours, and may breach occupational health and safety legislation; and
- d) **Bullying** – A conscious, willful, deliberate, repeated, and hostile activity marked by an imbalance of power, intent to harm and/or threat of aggression. Bullying can be verbal, social, physical, or digital. It can occur between individuals, within a peer group, or between groups. All forms of bullying are considered harassment by HLG and will be investigated as such.

but excludes any reasonable conduct of an employer or supervisor in respect of the management of employees or a work site.

HLG – Headwater Learning Group, the term for three independent charitable organizations: Calgary Academy Society, Headwater Learning Foundation, and Headwater Learning Solutions Foundation

Representatives – Board Directors and contractors of HLG.

Student – student of Calgary Academy.

GUIDELINES

1. The Board believes that digital tools are exceptional communication and collaboration media in the 21st Century while also being accelerators of learning.
2. The CEO is responsible for ensuring digital conduct of Employees, Representatives and Students is ethical, proactive, and advances learning.
3. The CEO will ensure inappropriate conduct is addressed judiciously, expediently, and follows due process.
4. All Employees, Representatives and Students shall be regularly trained on or taught about the acceptable use of various forms of digital tools.
5. All Employees, Representatives and Students will be encouraged to model the characteristics of Digital Citizenship, while leveraging the power of technology, including:
 - a) Respecting others;
 - b) Adhering to all HLG Policies and Procedures;
 - c) Not engaging in any form of Harassment;
 - d) Protection of information regarding accounts and passwords;
 - e) Adhering to security protocols including password formation and resets;
 - f) Respecting federal and provincial legislation;
 - g) Respecting professional relationships, including those between Employees and Students, Employees and Parents, Employees and Representatives and between Employees online;
 - h) Protecting the identity and reputation of HLG online; and
 - i) Protecting privacy, including awareness and adherence to the Personal Information Protection Act, and expressed consent for the collection and use of student work and/or images.
 - j) Using technology tools ethically and in alignment with the REACH principles.
6. All Employees, Representatives and Students will practice and model for others the exemplary use of digital tools and characteristics of good digital citizenship for as long as they are members of the HLG community.

REFERENCES

Alberta Human Rights Act, RSA 2000, c.A-25.5, as amended

Education Act, SA 2012, c E-0.3, as amended

Occupational Health and Safety Act, SA 2017, c.O-2.1, as amended

Occupational Health and Safety Regulation, Alta Reg 62/2003, as amended

Occupational Health and Safety Code 2009 Order, Alta Reg 87/2009

Personal Information Protection Act, SA 2003, c. P-6.5

CROSS-REFERENCES

Board Policy - Code of Conduct

Board Policy - Cyber Security

Board Policy - Respectful Working & Learning Environments

Board Policy - Welcoming, Caring, Respectful and Safe Learning Environment

A-02 Student Code of Conduct and Progressive Discipline Procedure

C-09 Professional Code of Conduct Procedure

C-15 Social Media and Digital Citizenship Procedure