

#11 Digital Citizenship

BOARD POLICY

Board Approval:	February 26, 2019
Effective Date:	March 1, 2019
Amendment Date:	February 24, 2021
Review Date:	February 29, 2024

PURPOSE

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

DEFINITIONS

Board – the Boards of Governors / Directors of HLG

Chief Executive Officer (CEO) – the head of operations of HLG

Digital Citizenship – the norms of appropriate, responsible behavior with regards to technology use and communication

Employee - an individual who is working under an employment relationship with HLG

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

Harassment – Any conduct, comment, gesture or physical contact that a reasonable person should know would be unwelcome, inappropriate or otherwise offensive to an individual or group of individuals.

Harassment includes behaviors such as cyberbullying, hate messaging and discriminatory or hateful websites, and includes the following categorizations:

- 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) **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
- c) **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 and will be investigated as such.

Representatives – directors and service providers of HLG

Student – student of Calgary Academy

GUIDELINES

1. The Board believes that digital tools are exceptional communication and collaboration mediums 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 digital conduct is addressed judiciously, expediently, and follows due process.
4. All Employees, Representatives and Students will be 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.
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 – Welcoming, Caring, Respectful and Safe Learning Environment
Board Policy – Code of Conduct
Board Policy – Respectful Working and Learning Environments
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