

# #11 Digital Citizenship

## BOARD POLICY

**Board Approval:** February 26, 2019  
**Effective Date:** March 1, 2019  
**Amendment Dates:** N/A  
**Review Dates:** March 1, 2021

## PURPOSE

The Board strives to ensure that Representatives and Students demonstrate exemplary digital conduct. This policy outlines those expectations.

## 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

**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, employees, service providers and contractors of HLG

**Student** – student of Calgary Academy

## GUIDELINES

1. The Board believes that digital tools are exceptional communication and collaboration tools in the 21<sup>st</sup> Century while also being accelerators of learning.
2. The Board directs the CEO to ensure that digital conduct of Representatives and Students is ethical, proactive, and advances learning.

3. The Board expects the CEO to ensure inappropriate conduct is addressed judiciously, expediently, and follows due process.
4. All Representatives and Students shall be regularly trained on or taught about the acceptable use of various forms of digital tools to further the strategic objectives of HLG.
5. All Representatives and Students will be encouraged to understand the meaning of Digital Citizenship and model the characteristics of good citizenship, while leveraging the power of technology, including:
  - a) not engaging in any Harassment;
  - b) protection of information regarding accounts and passwords;
  - c) adhering to security protocols including password formation and resets;
  - d) respecting each other and federal and provincial legislation;
  - e) respecting staff-student relationships online;
  - f) protecting the identity and reputation of HLG online; and
  - g) protecting privacy, including awareness and adherence to the Personal Information Protection Act, SA 2003, c. P-6.5 and expressed consent for the collection and use of student work and/or images.
6. All 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

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

Occupational Health and Safety Regulation, AR 62/2003, as amended

Occupational Health and Safety Code

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

School Act, RSA 2000, c.S-3, as amended

## CROSS-REFERENCES

Board Policy – Respectful Working & Learning Environments

Board Policy – Code of Conduct

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

Employee Code of Conduct

Student Code of Conduct

Acceptable Use Procedure

Student Discipline Procedure

Procedure – Social Media and Digital Citizenship