AP 140
RESPONSIBLE USE OF ELECTRONIC INFORMATION SOURCES

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Due: Jun 30, 2026

Background

All use of electronic information sources (also known more broadly as "technology") shall be consistent with the vision, mission, values and mandate of the Calgary Girls Charter School. All staff, students, parents, volunteers, contractors, guests, visitors, and those who are authorized to act on behalf or are associated with the Calgary Girls Charter School are responsible for demonstrating appropriate, responsible and respectful behavior when using electronic information sources or participating in digital environments.

All CGCS electronic assets are the property of the school and as such there is no expectation of privacy for any user of CGCS electronic information resources. Authorized personnel where appropriate may audit, search, or take corrective action as part of their assigned duties.

Definitions

Electronic Information Resources: means any electronic assets, systems, data or networks.

Social Media: means any virtual or digital interactions among people in which they create, share, and/or exchange information and ideas in communities or networks. Social media is any website or application that enables users to create and share content and participate in social networking.

CGCS Electronic Assets: means any electronic information resource owned or under the custody of CGCS.

Hacking: means any activity that affects or attempts to affect the confidentiality, integrity or availability of any Electronic Resource.

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, cannabis, tobacco or alcohol, except for material used in an educational context, such as drug abuse statistics

f) on-line 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

k) any unlicensed media, software, music, media or any other copyrighted materials including materials that are bootlegged or illegally available for purchase or download

l) Use of Social Media on school network(s)

Procedures

1. The Principal, or designate, in collaboration with staff, is responsible for:

   1.1. Establishing guidelines for student use of electronic information resources. The guidelines will be communicated in the form of a Responsible and Appropriate Use Agreement for all students and parents to sign prior to accessing any electronic information resources.

   1.2. Helping students develop their understanding of the benefits and responsibilities of working in a digital environment. Programs that support students in developing good digital citizenship are to be encouraged.

   1.3. Determining the appropriate level of content filtering at school level, which may include blocking content for all or some users. Content filtering also helps protect against computer viruses, malware, adware and other information security risks.

2. All users of Electronic Information Resources are responsible for:

   2.1. accessing only those resources for which they have been authorized;

   2.2. not accessing resources for others, or ask others to access resources on their behalf, where authorization does not exist;

   2.3. ensuring that passwords are kept private and are not shared;

2.4. taking precautions that are consistent with the sensitivity in maintaining the privacy of data that is under their custody;

2.5. 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 CGCS;

2.6. making sure that inappropriate electronic material is not accessed, stored, or distributed;

2.7. ensuring security systems are not intentionally bypassed and evidence of inappropriate activities are not deleted;

2.8. not carrying out hacking or illegal activities;

3. When using any Electronic Information Resources, all users shall:

3.1. Use ethical and respectful behaviour when conversing or posting material.

3.2. 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.

3.3. Respect copyright and fair use of content.

3.4. Post communications that are professional, positive in tone, in good taste, and do not reflect negatively on the Calgary Girls Charter School.

3.5. Be aware and adhere to the user requirements stipulated in the School's Responsible Use of Technology Agreement. (AF140B and AF140D)

4. The Principal, or designate, will determine and approve social media platforms that may be used to support student learning (e.g. Google Classroom) and which social media platforms will not be accessible within the school (e.g. Instagram).

5. Any CGCS owned assigned device(s) must be returned to the Director of Information Technology if the user leaves the employ of CGCS or goes on leave for more than four (4) weeks.

5.1. The Principal or designate must be notified by the user, immediately, if the CGCS device is lost, stolen or damaged.

6. Any violation of this regulation, or the principles or expectations set out in it, may result in

6.1. loss of access privileges;

6.2. termination of volunteer position, agency, consulting or contracts;

6.3. student disciplinary measures up to and including suspension and/or a recommendation for expulsion;

6.4. disciplinary action, up to and including dismissal; and/or

6.5.   legal action, including actions taken by the Calgary Girls Charter School, by persons unrelated to the Calgary Girls Charter School and referral for criminal prosecution.

References:
Education Act s. 33, 52, 53, 54, 196, 197, 213, 214, 215, 222
Ministerial Order 014/2024 - Standards for the Use of Personal Mobile Devices and Social Media in Schools
Freedom of Information and Protection of Privacy
Criminal Code
Canadian Charter of Rights and Freedoms
Alberta Human Rights Code