

## 5017: CYBERSAFETY (AP)

Approved: 14 02 14

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### **ADMINISTRATIVE PROCEDURES**

The Board of Education shall provide a safe and secure environment in the schools. Issues involving inappropriate use of technology may, at times, impact negatively on the safety and well-being of students while at school. The Board enacts this policy to reduce the negative impact of the use of technology on the learning environment in schools. The Board of Education expects schools to:

- i) Teach curriculum-based cyber-appropriate behaviour expectations in classrooms and work sites.
- ii) Educate staff, students and parents/guardians about appropriate cyberspace behaviour and the seriousness of cyberbullying, including recognizing the attributes of cyberbullying.
- iii) Revise and publicize the district's (school's) computer Acceptable Use Policy (AUP) to specifically prohibit using the Internet for bullying/harassment.
- iv) Investigate and discipline for cyberactions resulting in cyberbullying that arises in the school or work site, whether initiated in or out of that school or work site. This work is to be undertaken by administrators and supervisors.
- v) The district shall annually and, if necessary, periodically throughout the year, inform the public through a media release(s) of the district's cyberbullying policy.

### **1.0 SCHOOL RESPONSIBILITY**

- 1.1. All students and parents/guardians shall receive at the beginning of a school year, or whenever a new student enrolls at a school, a copy of the district's Acceptable Use Policy.
- 1.2. Administrators shall review this policy annually with the staff and Parent Advisory Council.
- 1.3. The Cyberbullying Policy and Regulations shall be reviewed with students at the beginning of the year and at least on one other occasion during the school year.

- 1.4. Where a school-based administrator has reasonable and probable grounds to believe that the actions of a student, through electronic means, have negatively impacted the learning environment of the school, the administrator shall investigate and, if necessary, discipline the offending student(s). Electronic actions that may be considered to negatively impact the learning environment may include but are not limited to:
- Any insults or threats communicated electronically with another student or staff member;
  - Spreading of hateful or harmful comments about a student or staff member through any electronic format;
  - Composing or creating a public document designed to insult or defame a student or staff member through the use of information and communication technologies,
  - Promotion of behavior that is in direct contravention of the school code of conduct (for example: videotaping and posting of fights between students)
  - Posting or forwarding of any inappropriate photo of a student
  - Coercing another student to create and electronically send inappropriate personal photos of themselves
  - Any encouragement of self-harm to another student or staff member
- 1.1 Should a student contravene this regulation then the administrator, depending on the nature and severity of the situation and the age of the student(s), shall undertake one or more of the following actions:
- Contact the parents of both the victim and the offender
  - Contact RCMP if the matter appears to be a criminal offense
  - Disable all access to the internet in school district facilities permanently or for a set period of time
  - Ban the bringing of electronic devices onto school property permanently or for a set period of time
  - Suspend for up to 5 days
  - Suspend more than 5 days which requires a formal Board of Education hearing
  - Suspend 'in-school'
- 1.2 Students who repeatedly contravene this regulation will be subject to increasing levels of discipline which may ultimately lead to expulsion or transfer to a different school.
- 1.3 Students and parents should be aware that there could be legal consequences for all students over the age of 12 should bullying, harassment, transfer of inappropriate photos or the taking of inappropriate photos occur using electronic devices.

## 5017: Appendix A: INFORMATION FOR PARENTS AND STUDENTS

Parents and guardians should be aware of the following should their child be targeted electronically:

### **INTERNET SERVICE PROVIDERS (ISPS) AND ALL CELL PHONE SERVICE PROVIDERS**

- ISPs have Acceptable Use Policies (AUPs) that define privileges and guidelines for those using their services.
- ISP and cell phone service providers can respond to cyberbullying on their networks when informed that those guidelines have been violated.

### **PARENT AND STUDENT RESPONSIBILITY**

- To report cyberbullying, parents and students need to document the concern. There are several ways to obtain that documentation:

#### ***Save the following from e-mail:***

E-mail address.

Date and time received.

Copies of any relevant e-mails with full e-mail headers.

#### ***Save the following from Groups or communities:***

URL of offending MSN Group site.

Nickname of offending person.

History of discussion.

E-mail address of offending person.

Date you saw it happen.

#### ***Save the following from Profiles you see on the web:***

URL of Profile.

Nickname of offending person.

E-mail address of offending person.

Date you viewed this Profile.

#### ***Save the following from Chatrooms:***

Date and time of chat.

Name and URL of chat room you were in.

Nickname of offending person.

E-mail address of offending person.

Screenshots of chatroom.

Report the concern to the ISP, and if it is connected to the school or district, to an administrator in your child's school. Provide a copy of the saved communication at the time the concern is lodged.

Report the complaint to the police and provide a copy of the saved communication at that time.