

## CYBER GUIDELINES FOR EMPLOYEES

### Background

Northwest School Division believes that the use of computer technology provides an opportunity for relevant and challenging life-long learning for all students and staff, and improves operational effectiveness.

### Procedures

This document is intended to provide guidance to all of our employees so they know what we should and should not do online and what our school division should and should not do online.

They are based on three key principles:

- because online activities are public, not private, you should always project your professional self;
- all communication with the public, students and parents is professional communication;
- teachers and other division employees who work with children, hold positions of trust and are held to a higher standard of behaviour than other members of the public.

### Northwest School Division's Online Behaviour

Online social networking tools, including social networks, discussion forums, blogs, wikis, and podcasts, are mainly a form of communication amongst individuals. However, in many cases, social networking tools have proven to be beneficial for use by organizations. Our division is using social media sites for communicating with, and marketing to, the public. Such sites are used in collaboration with other division communications and marketing initiatives to reach a wide audience. Also, some staff use social networking tools to support professional learning.

### Northwest School Division Schools' Online Behaviour

School community portals and virtual classrooms and the school Division mass notification platforms are the recommended online tools for communicating directly with your students and their parents. Only those with usernames and passwords can access them.

When communicating to the public about what is happening in your school, or when marketing your school to prospective parents and students, start with your school's page on our division website. Social media may be used for notifying the wider community about school public events and achievements.

## **The Employee's Online Behaviour at work**

As your employer, Northwest School Division has certain expectations about your behaviour, including your online behaviour. Anything done on the Division technology is governed by Administrative Procedure 140 Use of Internet. Your behavior in the cyber setting will be held to the same standard and will be subject to the same expectations as your behaviour in other contexts.

When online at work, make sure you adhere to the following:

- Always conduct yourself as an employee of Northwest School Division.
- Be honest and transparent. Always post as yourself.
- Do not criticize anyone you teach or work with on a social networking site, or in an email or chat. Comments related to the Division should be positive and supportive.
- Protect the privacy of others even when your message is positive. Ask before you use a colleague's name, image or work, and follow the Division guidelines for the use of student names, photos and video.
- Do not post or share confidential information or materials designed to be shared inside the school rather than in the public.
- Spell check and grammar check.
- Do not use your personal email address for school division business. Use your school division email address.
- There are many ways to use technology and social networking to enhance teaching and learning. The International Society for Technology in Education (ISTE) standard for educators is a good place to start when beginning to plan.
- Access to social media at work must be for work purposes.

## **The Employee's Online Behaviour outside of work hours**

Personal social networking sites should not reveal confidential information about Northwest School Division or about our staff, students, parents or any members of the school community. When posting online, please adhere to the following guidelines:

- Ensure the Cybertips for Teachers (Developed by the Canadian Teachers' Federation) informs your practice and online presence. These guidelines are considered relevant for all employees.
- Do not post anything that you do not want to see on the front page of the newspaper or on the 6 o'clock news.
- Any interaction between teacher and students must follow the same expectations of decorum and behaviour as those followed in the classroom. Remember to act at all times in a manner that brings no dishonour to yourself, Northwest School Division or to the teaching profession.
- Keep in mind that any postings, regardless of privacy settings, could be available to the public. You should carefully screen who can post on your site.

Reference: Saskatchewan Teachers Federation Code of Ethics  
Section 231 Education Act

Approved: December 13, 2018