Medicine Hat Public School Division

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MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"

SECTION 500 – Personnel and Employee Relations

ADMINISTRATIVE PROCEDURE: CYBERBULLYING

PROCEDURE CODE:	*530 AP 001*
Policy Reference: 530 – Communications and Technology	

PROCEDURE

1. Employees should know their Rights
   1.1. Employees should be well-informed about cyber space protocol and the dangers associated with misuse or abuse of electronic communication.
2. Criminal Legislation - Forms of cyberbullying which are considered criminal acts include the following:
   2.1. Communicating repeatedly with someone if the communication causes someone to fear for their own or others' safety.
   2.2. Publishing a defamatory libel – something that is designed to insult a person or likely to hurt a person's reputation by exposing him or her to hatred, contempt or ridicule.
3. Human Rights Legislation - Spreading hate or discrimination based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status or disability may be a violation of the Canadian Human Rights Act and/or provincial/territorial human rights legislation.
4. Steps to Consider:
   If despite all precautions, an employee finds themselves the target of cyberbullying, the employee should:
   4.1. Contact their supervisor/principal and advise them of any inappropriate communication.
   4.2. Make copies of all questionable messages/web postings/information and other related materials and data, including the URL.
   4.3. Demand that the sender stops transmitting or posting the material and state that the conduct is unacceptable and inappropriate.
   4.4. Not engage with the person who is targeting them, after the initial direction to stop, as this may escalate the situation.

4.5. Advise the administration of the school/site of the inappropriate communication.

4.6. Inform and involve the school-based Occupational Health and Safety Committee.

4.7. Continue communications with their supervisor/principal if the actions taken to address the inappropriate communication are ineffective and/or if they need further support/advice.

5. Additional Options to Consider:

5.1. Police - If there is a question as to whether the inappropriate communication is criminal or not, an employee should consider calling the police.

5.2. Internet Service/Mobile Telecommunications Providers - At this point it may also be necessary to involve Internet Service Providers (ISPs) and Mobile Telecommunications Service Providers in addressing the inappropriate communication to the point of deleting the offending material from temporary/permanent sites and archives.

REFERENCES

Canadian Human Rights Act
Human Rights Legislation

Approved: April 21, 2009
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