



CALGARY BOARD OF EDUCATION

Administrative Regulation 1063 - Calgary Board of Education Internet Web Presence

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Preamble The Calgary Board of Education's corporate Web presence includes school homepages, and is an important means of communicating with interested citizens, parents, students, potential employees, families planning a move to the Calgary area, and the national and international education communities.

Purpose 1 The purpose of this regulation is to establish requirements for the Calgary Board of Education's Internet Web site, including school homepages, that are consistent with Calgary Board of Education's education, business and communication objectives and its security requirements.

Application 2 This regulation applies to

- (a) all Calgary Board of Education schools, departments, offices, and service units, and
- (b) to employees of the Calgary Board of Education, its agents, students and volunteers, when representing the Calgary Board of Education, regardless of the computer system used.

- Definitions** **3** In this regulation,
- (a) “**corporate Web presence**” means the collection of Calgary Board of Education Web sites published to the Internet, and includes school homepages;
- (b) “**senior administrative leader**” means the senior Calgary Board of Education employee within the school, department, office or service unit, and includes school principals, system principals, Area Directors, Directors and Superintendents or their designates.
- Responsibilities** **4(1)** The Executive Director of Communications is responsible for the appropriateness of the content of the Calgary Board of Education Web presence.
- (2) The Director of Media Services is responsible for developing and maintaining the design framework and guidelines for the Calgary Board of Education corporate Web presence.
- (3) The Director of Information Technology Services is responsible for providing the infrastructure that hosts the Calgary Board of Education corporate Web presence and its external connectivity.
- (4) The senior administrative leader is responsible for ensuring that
- (a) information on their Calgary Board of Education worksite Web page is accurate, complete and timely;
- (b) the Web page for their worksite is designed, developed, and maintained in accordance with this regulation and the Guidelines for Design of Calgary Board of Education Web Pages attached to this regulation; and
- (c) at least one, and preferably two, employees of the Calgary Board of Education are designated as Web Administrators for that work site.
- Web administrator** **5(1)** A Web administrator may not post information to the Calgary Board of Education Web site or a school home page until the Web Administrator designation has been confirmed by the senior administrative leader within the school, department, office or service unit.
- (2) A Web site Administrator must advise the author of the information that

it has been posted to the Calgary Board of Education Web site or a school home page.

Web site servers

- 6(1)** Web sites for Calgary Board of Education schools, departments, offices or service units, must reside on servers located within the computer network supported by Calgary Board of Education Information Technology Services.
- (2) All Calgary Board of Education Web sites on external providers must migrate to the Calgary Board of Education Web site, and any exceptions must be approved by the Director of Information Technology Services.
- (3) A Calgary Board of Education employee or student must not install or run Web services on any equipment within a Calgary Board of Education school or facility if those Web services will be accessible outside of a Calgary Board of Education school, facility, or other location unless authorized by the Director of Information Technology Services or designate.
- (4) The Director, Information Technology Services will publish technology standards, including the hardware platform and supported application software at the Calgary Board of Education Staff Intranet site.

Web pages

- 7(1)** Information on the Calgary Board of Education corporate Web presence must
- (a) relate to the Calgary Board of Education's mission and purpose,
- (b) be appropriate for a world-wide audience,
- (c) meet academic standards of proper spelling, grammar and accuracy of information,
- (d) indicate when the Web page was last updated, and the e-mail address of the person responsible for the Web page, and
- (e) have a link at the bottom of the Web page that will help users link to the appropriate home page.
- (2) Copyrighted material must not be placed on any part of a Web page unless it complies fully with the terms of the copyright.

Domain names	8	Domain names for Calgary Board of Education school, department, office, and service unit Web sites must be approved by the Director of Information Technology Services or designate.
Web design	9	To ensure consistency in appearance and tone, and to promote the quality of the information, the Web page for each Calgary Board of Education school, department, office or service unit must comply with the Guidelines for Design of Calgary Board of Education Web Pages found at the Calgary Board of Education staff Intranet site.
External links	10(1)	Links to external Web sites from Calgary Board of Education Web pages are limited to those links that have an educational purpose and are consistent with Calgary Board of Education's educational and communication objectives and its security requirements.
	(2)	Links to Web sites of an offensive nature are not permitted.
Internet access and security	11(1)	Any inbound access and services from the Internet to the Calgary Board of Education systems and services must be authorized by the Director of Information Technology Services or designate, including Internet services, such as, but not limited to HTTP, FTP, Telnet, time, gopher, and ping.
	(2)	All changes to the Calgary Board of Education firewall configuration must be approved in advance by the Director of Information Technology Services, or designate.
Monitoring and use of Calgary Board of Education Web site information	12(1)	The Chief Superintendent of Schools or designate may require the immediate removal of any information from the Calgary Board of Education Web presence or a school home page if that information may jeopardize the safety and security of staff and students, put the Calgary Board of Education at risk for any potential liability, including but not limited to, copyright violation and non-compliance with this regulation, other Calgary Board of Education policies, regulations, the Freedom of Information and Protection of Privacy Act, and other legislation.
	(2)	The Chief Superintendent of Schools or designate may request the removal of any material from other Web sites or third party providers if that material

- (a) is copyrighted to the Calgary Board of Education and used without written permission, or
 - (b) slanders, defames, libels, or shows malicious intent towards the Calgary Board of Education, its employees and students.
- (3) Failure to respond to a request from the Chief Superintendent of Schools or designate to remove material from a Website may result in legal action by the Calgary Board of Education.
- (4) The use and reproduction of Calgary Board of Education work must comply with Administrative Regulation 1043 - Copyright.

Approved:	September 29, 2003
Effective date:	January 1, 2004
1st Amendment:	March 9, 2005
2nd Amendment:	December 6, 2007
Review date:	February 1, 2010

References

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| Administrative Regulation References: | <ul style="list-style-type: none"> • 1043 - Copyright • 1061 - Information Security • 1062 - Acceptable Use of Electronic Information Resources |
| Other References: | <ul style="list-style-type: none"> • Guidelines for the Design of CBE Web Pages, Media Services, Calgary Board of Education Staff Intranet site • Technology Standards for the Intranet/Extranet, available at the Calgary Board of Education Staff Intranet site • Web Administrator Designation |
| Contact Person: | <ul style="list-style-type: none"> • For CBE Web Pages: Web Master, Media Services • For Technology Standards: Help Desk, Information Technology Services |