



Empowering all our people to excel

6302 - 56th Street  
Taber, Alberta T1G 1Z9  
Phone: (403) 223-3547  
Fax: (403) 223-2999  
www.horizon.ab.ca

## HORIZON SCHOOL DIVISION NO. 67

### Our Learning Community

#### **BARNWELL**

Barnwell School  
Phone: 403-223-2902

#### **ENCHANT**

Enchant School  
Phone: 403-739-3770

#### **GRASSY LAKE**

Arden T. Litt Centre for Learning  
(Outreach School)  
Phone: 403-655-2372

Chamberlain School  
Phone: 403-655-2211

#### **HAYS**

Hays School  
Phone: 403-725-3755

#### **HUTTERIAN BRETHREN SCHOOLS**

Phone: 403-223-3547

#### **LOMOND**

Lomond Community School  
Phone: 403-792-3620

#### **MILK RIVER**

Erle Rivers High School  
Phone: 403-647-3665

Milk River Elementary School  
Phone: 403-647-3747

#### **TABER**

ACE Place Learning Centre  
(Outreach School)  
Phone: 403-223-4761

Central Elementary School  
Phone: 403-223-2170

D. A. Ferguson Middle School  
Phone: 403-223-8971

Dr. Hamman Elementary School  
Phone: 403-223-2988

L.T. Westlake Elementary School  
Phone: 403-223-2487

Taber Christian Alternative School  
Phone: 403-223-4550

W. R. Myers High School  
Phone: 403-223-2292

#### **VAUXHALL**

Horizon MAP  
(Outreach School)  
Phone: 403-654-4654

Vauxhall Elementary School  
Phone: 403-654-2422

Vauxhall High School  
Phone: 403-654-2145

#### **WARNER**

Warner School  
Phone: 403-642-3931

The information below is required before we can place your name on our substitute assistant list:

Your resume  
Our Application Form  
Confidentiality Agreement  
Photocopy of Police Security Check  
TD1 Form – Provincial  
TD1 Form – Federal  
Void cheque for Direct Deposit Payment  
Computer usage agreement

All documentation may be returned to our office at:

Horizon School Division # 67  
6302 – 56 Street  
Taber, AB T1G 1Z9

# SUBSTITUTE ASSISTANT APPLICATION

## Horizon School Division No. 67

\_\_\_\_\_

**Date**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Birthdate: \_\_\_\_\_ S.I.N.: \_\_\_\_\_

**A VOID CHEQUE IS REQUIRED FOR PAYROLL DIRECT DEPOSIT**

Security Check Attached: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Are you willing to work with students who are considered high risk:

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Would you be comfortable assisting at the high school level?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Do you have the education necessary to assist at the high school level?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

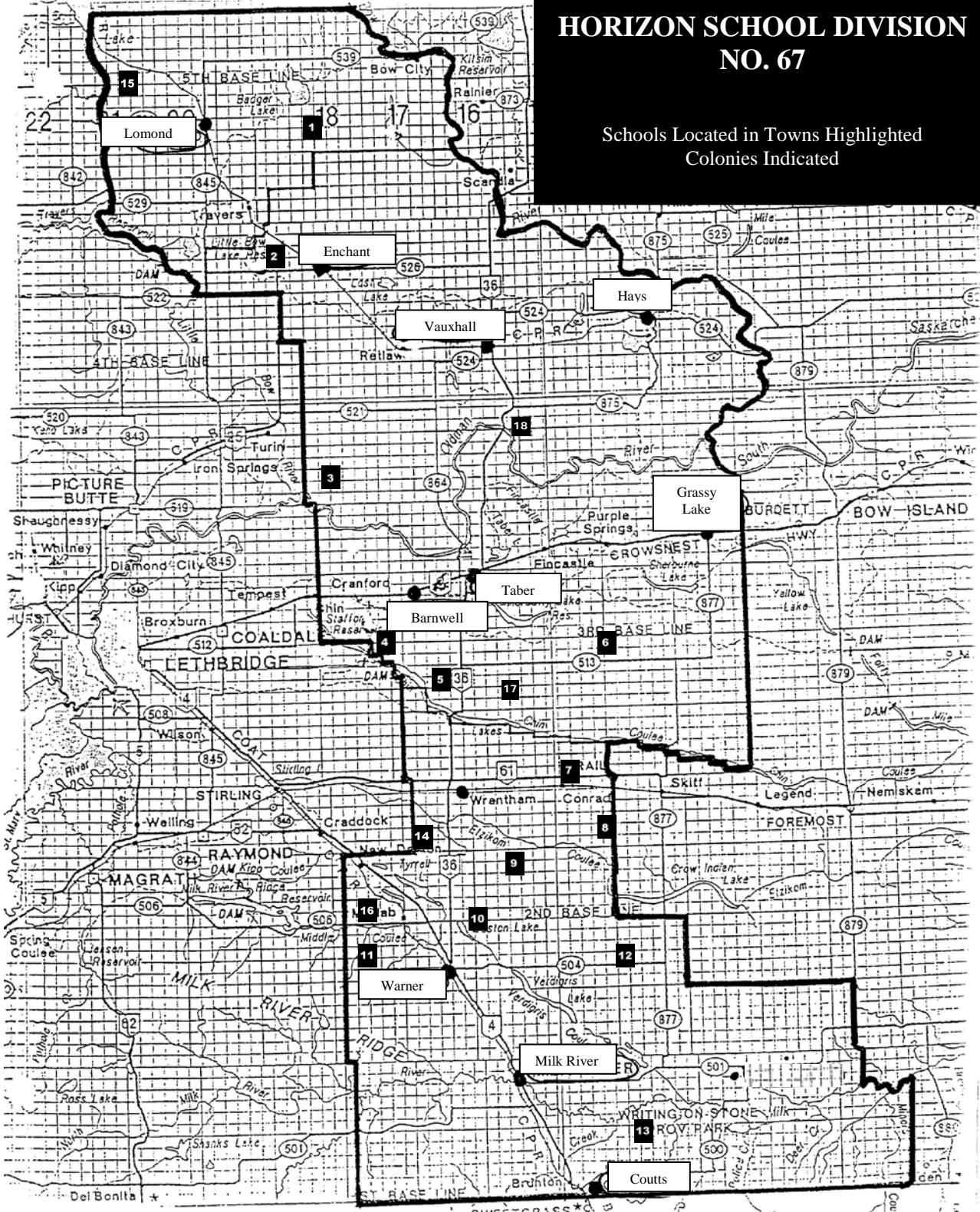
What grade level have you completed? \_\_\_\_\_

Please check the schools in our Division you would like to be available for:

Schools	Location	Colony	Location
_____ Ace Place	Taber	_____ Armada	Lomond
_____ Barnwell	Barnwell	_____ Bluegrass	Warner
_____ Central	Taber	_____ Cameron Farms	Turin
_____ Chamberlain	Grassy Lake	_____ Copperfield	Taber
_____ D. A. Ferguson	Taber	_____ Delco	Wrentham
_____ Dr. Hamman	Taber	_____ Elmspring	Warner
_____ Enchant	Enchant	_____ Enchant	Enchant
_____ Erle Rivers	Milk River	_____ Evergreen	Taber
_____ Hays	Hays	_____ Fairlane	Skiff
_____ Horizon MAP	Vauxhall	_____ Hillridge	Barnwell
_____ L. T. Westlake	Taber	_____ Kingsland	Warner
_____ Lomond	Lomond	_____ Lomond	Lomond
_____ Milk River Elem.	Milk River	_____ Midland	Taber
_____ Taber Christian	Taber	_____ Miltow	Warner
_____ Vauxhall High	Vauxhall	_____ Oaklane	Taber
_____ Vauxhall Elem.	Vauxhall	_____ Prairiehome	Skiff
_____ W. R. Myers	Taber	_____ River Road	Milk River
_____ Warner	Warner	_____ Sunnysite	Warner

# HORIZON SCHOOL DIVISION NO. 67

Schools Located in Towns Highlighted  
Colonies Indicated



### Hutterian Brethren Schools

- |                        |                      |                       |
|------------------------|----------------------|-----------------------|
| 1 Lomond Colony        | 7 Prairiehome Colony | 13 River Road Colony  |
| 2 Enchant Colony       | 8 Fairlane Colony    | 14 Delco Colony       |
| 3 Cameron Farms Colony | 9 Bluegrass Colony   | 15 Armada Colony      |
| 4 Hillridge Colony     | 10 Elmspring Colony  | 16 Kingsland Colony   |
| 5 Oaklane Colony       | 11 Sunnysite Colony  | 17 Evergreen Colony   |
| 6 Midland Colony       | 12 Miltoy Colony     | 18 Copperfield Colony |

## **Code of Ethics**

Assistants accept the responsibility to adhere to the highest ethical standards. Assistants are obligated to accept the following responsibilities:

### **Commitment to the Students:**

1. Assistants are responsible for being discreet. Assistants should never disclose information about children, parents, or professionals that they may be privy to through school activities, unless disclosure serves a compelling professional purpose or is required by law (refer to Confidentiality Agreement in Appendix).
2. Assistants are responsible for becoming familiar with general school rules and procedures in order to provide a positive role model to the students.
3. Assistants have the responsibility to encourage the development of self-esteem to all students and to facilitate and encourage positive interaction between all students.
4. Assistants have the responsibility to provide motivation to the students and encourage participation in learning activities.
5. Assistants have the responsibility to maintain rapport with students with varying degrees of intellectual, physical, and/or emotional disabilities.
6. Assistants have the responsibility to approach each student with courtesy and consideration, regardless of her or his physical appearance, socioeconomic status, race, creed, or ethnic origin.
7. If an Assistant has reason to suspect abuse, the expectations and obligations to act are found in Policy IHEB.

### **Commitment to the Position:**

1. The Assistant should deal with problems or complaints within the school, not in the community. If the issue involves a staff member, after speaking directly to that member, advice on how to proceed should be sought from the Classroom Support Teacher and/or the principal.
2. Assistants have the responsibility to review constantly their own level of competence and effectiveness and to seek necessary improvements as part of a continuing process of development.
3. Assistants have the responsibility to assist teachers in the classroom setting by reinforcing teaching instruction and supervising students during activities.
4. Assistants have the responsibility to use judgment in resolving minor problems but the choice of action is defined by established standards or the teaching staff.
5. Assistants should demonstrate flexibility in adapting to changing situations.
6. Assistants have the responsibility to attain a working knowledge of the curriculum and use of effective behavior strategies.
7. Assistants have the responsibility to maintain effective working relationships within the educational setting.
8. Assistants need to be aware of the Copyright policy and guidelines delineating use of photocopy material.

**Horizon School Division No.**

**67**

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6302- 56 Street – Taber, Alberta

T1G 1Z9

Phone: (403) 223-3547

Fax: (403) 223-2999

Website: www.horizon.ab.ca

**Confidentiality Agreement**

Student and school related information is to be kept confidential. The Freedom of Information and Protection of Privacy Act (FOIP) aims to strike a balance between the public’s right to know and the individual’s right to privacy. Those rights relate to information held by public bodies in Alberta. In a school setting, the privacy of students and parents is protected by the rules that schools must follow in the collection, use, protection and disclosure of personal information.

It is expected that assistants will conduct themselves in a manner that respects student and parent confidentiality. This includes discussing individual students only with the appropriate school personnel and ensuring that information pertaining to individual students is not accessible by unauthorized persons.

I, \_\_\_\_\_, will execute to the best of my ability the duties required of me as an employee in the services of Horizon School Division No. 67 and I will not, without due authorization disclose, or make known, any privileged information which comes to my knowledge by reason of employment.

I understand that a breach of confidentiality could result in dismissal.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

Note to School Designate/Administrator: Once this document is signed, please remove from the handbook and place in the employee’s school file, and send a copy to the Personal and Payroll Coordinator.

## **Horizon School Division No. 67**

### **Position and Responsibilities – Substitute Assistants**

The substitute will work under the direct supervision of a certified classroom teacher.

#### **General Expectations**

The behaviors checked below should be considered expectations of assistant's work with Horizon School Division No. 67

- Maintain confidentiality at all times.
- Arrive early, check in at office to pick up sub notes/files.
- Be on time for all classes. Be in the classroom when the bell rings.
- Introduce self to the teacher(s)
- Maintain a positive attitude and be enthusiastic, flexible, and willing to learn.
- Be an independent worker, supportive of the teacher and student, and take initiative.
- Maintain a balance between being supportive and encouraging independence. It is not always necessary to sit next to the student(s) with special needs. Consult with the classroom teacher.
- Keep notes about the activities of the day and hand them in to the classroom support teacher at the end of the day.
- Especially at secondary levels, take notes as students do. At the end of the day give all notes and handouts to the classroom support teacher.
- Help students without special needs when time allows. Get involved with the class as a whole. Circulate.
- Cooperate with the teaching and support staff.
- Encourage and foster success in students.
- Contribute to the resolution of problems and concerns.
- Comply with the rules, policies and procedures of the school and school division.
- Take responsibility for your decisions and actions.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

\* You are encouraged to visit schools and let them know you are interested and on the substitute list.

Your employer or payer will use this form to determine the amount of your provincial tax deductions.  
Read the back before completing this form. Complete this form based on the best estimate of your circumstances.

Last name	First name and initial(s)	Date of birth (YYYY/MM/DD)	Employee number
Address including postal code		<b>For non-residents only –</b> Country of permanent residence	Social insurance number

**1. Basic personal amount** – Every person employed in Alberta and every pensioner residing in Alberta can claim this amount. If you will have more than one employer or payer at the same time in 2012, see "Will you have more than one employer or payer at the same time?" on the next page.

**17,282**

**2. Age amount** – If you will be 65 or older on December 31, 2012, and your net income from all sources will be \$35,851, or less, enter \$4,816. If your net income for the year will be between \$35,851 and \$67,958 and you want to calculate a partial claim, get the TD1AB-WS, *Worksheet for the 2012 Alberta Personal Tax Credits Return*, and complete the appropriate section.

**3. Pension income amount** – If you will receive regular pension payments from a pension plan or fund (excluding Canada Pension Plan, Quebec Pension Plan, Old Age Security, or Guaranteed Income Supplement payments), enter \$1,331, or your estimated annual pension income, whichever is less.

**4. Tuition and education amounts (full time and part time)** – If you are a student enrolled at a university, college, or educational institution certified by Human Resources and Skills Development Canada, and you will pay more than \$100 per institution in tuition fees, complete this section. If you are enrolled full time, or if you have a mental or physical disability and are enrolled part time, enter the total of the tuition fees you will pay, plus \$672 for each month that you will be enrolled. If you are enrolled part time and do not have a mental or physical disability, enter the total of the tuition fees you will pay, plus \$202 for each month that you will be enrolled part time.

**5. Disability amount** – If you will claim the disability amount on your income tax return by using Form T2201, *Disability Tax Credit Certificate*, enter \$13,331.

**6. Spouse or common-law partner amount** – If you are supporting your spouse or common-law partner who lives with you, and whose net income for the year will be less than \$17,282, enter the difference between \$17,282 and his or her estimated net income. If your spouse's or common-law partner's net income for the year will be \$17,282 or more, you cannot claim this amount.

**7. Amount for an eligible dependant** – If you do not have a spouse or common-law partner and you support a dependent relative who lives with you, and whose net income for the year will be less than \$17,282, enter the difference between \$17,282 and his or her estimated net income. If your eligible dependant's net income for the year will be \$17,282 or more, you cannot claim this amount.

**8. Caregiver amount** – If you are taking care of a dependant who lives with you, whose net income for the year will be \$15,906 or less, and who is either your or your spouse's or common-law partner's:

- parent or grandparent (aged 65 or older); or
- relative (aged 18 or older) who is dependent on you because of an infirmity, enter \$10,004.

If the dependant's net income for the year will be between \$15,906 and \$25,910 and you want to calculate a partial claim, get the TD1AB-WS, and complete the appropriate section.

**9. Amount for infirm dependants age 18 or older** – If you are supporting an infirm dependant aged 18 or older who is your or your spouse's or common-law partner's relative, who lives in Canada, and whose net income for the year will be \$6,609 or less, enter \$10,004. You cannot claim an amount for a dependant you claimed on line 8. If the dependant's net income for the year will be between \$6,609 and \$16,613 and you want to calculate a partial claim, get the TD1AB-WS, and complete the appropriate section.

**10. Amounts transferred from your spouse or common-law partner** – If your spouse or common-law partner will not use all of his or her age amount, pension income amount, tuition and education amounts, or disability amount on his or her income tax return, enter the unused amount.

**11. Amounts transferred from a dependant** – If your dependant will not use all of his or her **disability amount** on his or her income tax return, enter the unused amount. If your or your spouse's or common-law partner's dependent child or grandchild will not use all of his or her **tuition and education amounts** on his or her income tax return, enter the unused amount.

**12. TOTAL CLAIM AMOUNT** – Add lines 1 through 11.

Your employer or payer will use your claim amount to determine the amount of your provincial tax deductions.

Continue on the next page ➔

## Completing Form TD1AB

Complete this form **only** if you are an employee working in Alberta or a pensioner residing in Alberta and any of the following apply:

- you have a new employer or payer and you will receive salary, wages, commissions, pensions, Employment Insurance benefits, or any other remuneration;
- you want to change amounts you previously claimed (such as when the number of your eligible dependants has changed);
- you want to increase the amount of tax deducted at source.

Sign and date it and give it to your employer or payer.

If you do not complete a TD1AB form, your new employer or payer will deduct taxes after allowing the basic personal amount **only**.

## Will you have more than one employer or payer at the same time?

If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1AB for 2012, you **cannot claim them again**. If your total income from all sources will be **more** than the personal tax credits you claimed on another Form TD1AB, enter "0" on line 12 on the front page and do not complete lines 2 to 11.

## Total income less than total claim amount

Check this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on line 12. Your employer or payer will not deduct tax from your earnings.

## Additional tax to be deducted

If you wish to have more tax deducted, complete the section called "Additional tax to be deducted" on the federal Form TD1.

## Reduction in tax deductions

You can ask to have less tax deducted if on your income tax return you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a Registered Retirement Savings Plan (RRSP), child care or employment expenses, and charitable donations). To make this request, complete Form T1213, *Request to Reduce Tax Deductions at Source for year(s)* \_\_\_\_\_, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

## Forms and publications

To get forms and publications go to [www.cra.gc.ca/forms](http://www.cra.gc.ca/forms) or call 1-800-959-2221.

## Certification

I certify that the information given in this return is, to the best of my knowledge, correct and complete.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**It is a serious offence to make a false return.**



Your employer or payer will use this form to determine the amount of your tax deductions.

Read the back before completing this form. Complete this form based on the best estimate of your circumstances.

Last name	First name and initial(s)	Date of birth (YYYY/MM/DD)	Employee number
Address including postal code		For non-residents only – Country of permanent residence	Social insurance number

**1. Basic personal amount** – Every resident of Canada can claim this amount. If you will have more than one employer or payer at the same time in 2012, see "More than one employer or payer at the same time" on the next page. If you are a non-resident, see "Non-residents" on the next page.

**10,822**

**2. Child amount** – Either parent (but not both), may claim \$2,191 for each child born in 1995 or later, that resides with both parents throughout the year. If the child is **infirm**, add \$2,000 to the claim for that child. Any unused portion can be transferred to that parent's spouse or common-law partner. If the child does not reside with both parents throughout the year, the parent who is entitled to claim the "Amount for an eligible dependant" on line 8 may also claim the child amount for that same child.

**3. Age amount** – If you will be 65 or older on December 31, 2012, and your net income for the year from all sources will be \$33,884 or less, enter \$6,720. If your net income for the year will be between \$33,884 and \$78,684 and you want to calculate a partial claim, get the TD1-WS, *Worksheet for the 2012 Personal Tax Credits Return*, and complete the appropriate section.

**4. Pension income amount** – If you will receive regular pension payments from a pension plan or fund (excluding Canada Pension Plan, Quebec Pension Plan, Old Age Security, or Guaranteed Income Supplement payments), enter \$2,000 or your estimated annual pension income, whichever is less.

**5. Tuition, education, and textbook amounts (full time and part time)** – If you are a student enrolled at a university or college, or an educational institution certified by Human Resources and Skills Development Canada, and you will pay more than \$100 per institution in tuition fees, complete this section. If you are enrolled full time, or if you have a mental or physical disability and are enrolled part time, enter the total of the tuition fees you will pay, plus \$400 for each month that you will be enrolled, plus \$65 per month for textbooks. If you are enrolled part time and do not have a mental or physical disability, enter the total of the tuition fees you will pay, plus \$120 for each month that you will be enrolled part time, plus \$20 per month for textbooks.

**6. Disability amount** – If you will claim the disability amount on your income tax return by using Form T2201, *Disability Tax Credit Certificate*, enter \$7,546.

**7. Spouse or common-law partner amount** – If you are supporting your spouse or common-law partner who lives with you, and whose net income for the year will be less than \$10,822 (\$12,822 if he or she is **infirm**) enter the difference between this amount and his or her estimated net income for the year. If your spouse's or common-law partner's net income for the year will be \$10,822 or more (\$12,822 or more if he or she is **infirm**), you cannot claim this amount.

**8. Amount for an eligible dependant** – If you do not have a spouse or common-law partner and you support a dependent relative who lives with you, and whose net income for the year will be less than \$10,822 (\$12,822 if he or she is **infirm** and you **did not claim the child amount** for this dependant), enter the difference between this amount and his or her estimated net income. If your eligible dependant's net income for the year will be \$10,822 or more (\$12,822 or more if he or she is **infirm**), you cannot claim this amount.

**9. Caregiver amount** – If you are taking care of a dependant who lives with you, whose net income for the year will be \$15,033 or less, and who is either your or your spouse's or common-law partner's:

- parent or grandparent (aged 65 or older), enter \$4,402 (\$6,402 if he or she is **infirm**) or
  - relative (aged 18 or older) who is dependent on you because of an infirmity, enter \$6,402.
- If the dependant's net income for the year will be between \$15,033 and \$19,435 (\$15,033 and \$21,435 if he or she is **infirm**) and you want to calculate a partial claim, get the TD1-WS, and complete the appropriate section.

**10. Amount for infirm dependants age 18 or older** – If you support an infirm dependant age 18 or older who is your or your spouse's or common-law partner's relative, who lives in Canada, and whose net income for the year will be \$6,420 or less, enter \$6,402. You cannot claim an amount for a dependant you claimed on line 9. If the dependant's net income for the year will be between \$6,420 and \$12,822 and you want to calculate a partial claim, get the TD1-WS, and complete the appropriate section.

**11. Amounts transferred from your spouse or common-law partner** – If your spouse or common-law partner will not use all of his or her age amount, pension income amount, tuition, education and textbook amounts, disability amount or child amount on his or her income tax return, enter the unused amount.

**12. Amounts transferred from a dependant** – If your dependant will not use all of his or her **disability amount** on his or her income tax return, enter the unused amount. If your or your spouse's or common-law partner's dependent child or grandchild will not use all of his or her **tuition, education, and textbook amounts** on his or her income tax return, enter the unused amount.

**13. TOTAL CLAIM AMOUNT** – Add lines 1 through 12.

Your employer or payer will use this amount to determine the amount of your tax deductions.

Continue on the next page ➔

## Completing Form TD1

Complete this form **only** if:

- you have a new employer or payer and you will receive salary, wages, commissions, pensions, Employment Insurance benefits, or any other remuneration;
- you want to change amounts you previously claimed (such as when the number of your eligible dependants has changed);
- you want to claim the deduction for living in a prescribed zone; or
- you want to increase the amount of tax deducted at source.

Sign and date it and give it to your employer or payer.

If you do not complete a TD1 form, your new employer or payer will deduct taxes after allowing the basic personal amount **only**.

## More than one employer or payer at the same time

- If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another TD1 form for 2012, you **cannot claim them again**. If your total income from all sources will be **more** than the personal tax credits you claimed on another TD1 form, **check** this box, enter "0" on line 13 on the front page and do not complete lines 2 to 12.

## Total income less than total claim amount

- Check this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on line 13. Your employer or payer will not deduct tax from your earnings.

## Non-residents

Are you a non-resident of Canada who will include 90% or more of your world income when determining your taxable income earned in Canada in 2012? If you are unsure of your residency status, call the International Tax Services Office at **1-800-267-5177**.

- If **yes**, complete the previous page.  
• If **no**, **check** the box, enter "0" on line 13 and do not complete lines 2 to 12, as you are not entitled to the personal tax credits.

## Provincial or territorial personal tax credits return

If your claim amount on line 13 is more than \$10,822, you also have to complete a provincial or territorial personal tax credit return. If you are an employee, use the TD1 form for your province or territory of employment. If you are a pensioner, use the TD1 form for your province or territory of residence. Your employer or payer will use both this federal form and your most recent provincial or territorial TD1 form to determine the amount of your tax deductions.

If you are claiming the basic personal amount **only** (your claim amount on line 13 is \$10,822), your employer or payer will deduct provincial or territorial taxes after allowing the provincial or territorial basic personal amount.

**Note:** If you are a Saskatchewan resident supporting children under 18 at any time during 2012, you may be able to claim the child amount on Form TD1SK, *2012 Saskatchewan Personal Tax Credits Return*. Therefore, you may want to complete Form TD1SK even if you are **only** claiming the basic personal amount on this form.

## Deduction for living in a prescribed zone

If you live in the Northwest Territories, Nunavut, Yukon, or another prescribed **northern** zone for more than six months in a row beginning or ending in 2012, you can claim:

- \$8.25 for each day that you live in the prescribed northern zone; or
- \$16.50 for each day that you live in the prescribed northern zone if, during that time, you live in a dwelling that you maintain, and you are the only person living in that dwelling who is claiming this deduction.

\$

Employees living in a prescribed **intermediate** zone can claim 50% of the total of the above amounts.

For more information, get Form T2222, *Northern Residents Deductions*, and the Publication T4039, *Northern Residents Deductions – Places in Prescribed Zones*.

## Additional tax to be deducted

You may want to have more tax deducted from each payment, especially if you receive other income, including non-employment income such as CPP or QPP benefits, or Old Age Security pension. By doing this, you may not have to pay as much tax when you file your income tax return. To choose this option, state the amount of additional tax you want to have deducted from each payment. To change this deduction later, complete a new Form TD1.

\$

## Reduction in tax deductions

You can ask to have less tax deducted if on your income tax return you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a Registered Retirement Savings Plan (RRSP), child care or employment expenses, and charitable donations). To make this request, complete Form T1213, *Request to Reduce Tax Deductions at Source for year(s) \_\_\_\_\_*, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

## Certification

I certify that the information given in this return is, to the best of my knowledge, correct and complete.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**It is a serious offence to make a false return.**

# STAFF/ADULT USER CONTRACT FOR THE AGREEMENT OF DIVISION COMPUTERS AND COMPUTER NETWORKS

Throughout this document "**Horizon School Division**" is used to represent the Board of Trustees of Horizon School Division.

In consideration of \_\_\_\_\_ being granted access to the Internet, by Horizon School Division, through the issuance of a personal account for use on the system, or temporary access to the Internet, the parties, including the staff, and the Board acknowledge and agree as follows:

## 1. Privileges

Staff who deliberately use jurisdictional technology inappropriately will be subject to disciplinary or legal action, which may include termination of employment.

Appropriate personal use of the network is permitted provided the use does not interfere with the user's work performance, interfere with any other user's performance, have undue impact on the operation of the network or violate any policy, guideline or standard of Horizon School Division.

## 2. Supervision

The division has the right to supervise the use of electronic technology resources. All users of such property should expect only limited privacy in the contents of any personal files or record of web research activities on the network. Horizon reserves the right to monitor, log, and search any and all aspects of its computer system and network usage including e-mail communications when required for operational needs or where there are reasonable grounds to suspect abuse, misuse, or noncompliance with Horizon School Division policies and regulations or improper or illegal activity.

## 3. Acceptable Use

The use of your account must be in support of education and research and consistent with the educational objectives of the Horizon School Division. Transmission of any material in violation of any Federal or Provincial regulation is prohibited. This includes but is not limited to the following:

Staff/Adult user will not engage in:

- (a) Illegal or unethical acts, including attempts to damage or destroy computer based information or information sources, involvement in plans to defraud, and downloading or transmission of unlawful information.
- (b) Downloading or transmission of pornographic, obscene or other socially unacceptable materials including profanity; vulgarities; sexual, racial, religious, or ethnic slurs
- (c) Gaining access to or revealing the personal data of others without authorization
- (d) Installation or transfer of commercial software, materials protected by trade secret or other copyright protected material where a registration fee is required by the author.
- (e) Sending messages or files containing any form of electronic information that is likely to result in loss or disruption of the recipient's work or system.
- (f) Activities that are wasteful of, degrade, or disrupt network resources or performance
- (g) Theft of time activities: online activities not in alignment with roles, responsibilities, and or duties
- (h) On-line gambling services.

- (i) Persons must not use the Horizon School Division technology resources to engage in their own business or financial transactions for personal financial gain
- (j) access, collect, use, or disclose information they do not need for their duties

**4. Courteous Use**

You are communicating with other people, not computers. Be polite and considerate at all times and be careful what you say as the content can be easily misunderstood. It is NOT acceptable to:

- (a) Use your account to harass someone
- (b) Send nuisance messages or other abusive, threatening, or otherwise offensive language or images

**5. Warranties**

Horizon School Division makes no warranties of any kind, whether expressed or implied, for the service it is providing. Horizon School Division will not be responsible for any damages or losses of data you suffer. Use of the network and Internet is at your own risk. Horizon School Division specifically denies any responsibility for the accuracy of or quality of information obtained through this service.

**6. Security**

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem in the system, you should notify technology department. Do NOT:

- (e) Demonstrate network problems to other users.
- (f) Use another individual's account without written permission from that individual.
- (g) Give out log-in passwords, share your account, use an account owned by another user.
- (h) Attempt to log-in to the network as a system administrator

**7. Earnings and T4 Statements**

As an employee of Horizon School Division I recognize and agree to the electronic distribution of earnings and T4 statements.

Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

I, the undersigned, understand and will abide by the above **Terms and Conditions** for the Internet and network use. I further understand that violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation my access privileges may be revoked, school disciplinary action including dismissal and/or appropriate legal action may be taken.

Staff's Signature: \_\_\_\_\_

Date: \_\_\_\_\_