

## Welcome to The Horizon School Division

The information below is required before we can place your name on our **Substitute Support List**:

- Your resume
- The Horizon School Division Application Form - completed
- Confidentiality Agreement
- Original (no exceptions)** Police Security Check, including Vulnerable Sector Check\*
- Original (no exceptions)** Child Intervention Check – from Child and Family Services
- TD1 Form–Provincial
- TD1 Form–Federal
- Void cheque or Bank Authorization Form for direct deposit payment
- Staff /Adult User Contract for the agreement of Division Computers and Computer networks

\*Please take the letter “To All Applicants” (last page of this package) with you to the Police Detachment when requesting a Police Security Check.

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As an employee of Horizon School Division I acknowledge that Horizon School Division has the right to recover overpayments of salary, wages, or other remuneration made to an employee, regardless of the cause, and/or amount, both on a regular basis and at the termination of the employment relationship. In the event of an overpayment of three or more working days, the Payroll Department shall notify the Employee that an overpayment has been made and discuss repayment options. If an Employee terminates before the recovery is complete, the remainder of the monies owing shall be recovered from the final pay.

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

Signature: \_\_\_\_\_

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

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All documentation is to be returned to the attention of the Human Resources Department at:

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

### For Your Information:

As a Substitute Assistant you are eligible to join the Alberta School Employee Benefit Plan (ASEBP). To obtain further information and/or apply for benefits please go to [www.asebp.ab.ca](http://www.asebp.ab.ca).

**Office use only:**

- |   |  |
|---|--|
| <input type="checkbox"/> Application complete and processed | <input type="checkbox"/> Email account       |
| <input type="checkbox"/> UMRA                               | <input type="checkbox"/> Added to email list |
| <input type="checkbox"/> Health & Safety                    | <input type="checkbox"/> Employee notified   |



# SUBSTITUTE SUPPORT STAFF APPLICATION

## The Horizon School Division

\_\_\_\_\_

**Date**

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

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

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

**Birth date:** \_\_\_\_\_ **S.I.N.:** \_\_\_\_\_

**Security Checks Attached: Yes:** \_\_\_\_\_ **No:** \_\_\_\_\_

**What is the highest level of education you have completed ?** \_\_\_\_\_

**Check all areas you are willing to work in:** Pre K\_\_\_\_ Elementary\_\_\_\_ Junior High\_\_\_\_ Senior High \_\_\_\_

Assistant \_\_\_\_ School Library Support \_\_\_\_ Secretary\_\_\_\_ Food Service Worker\_\_\_\_

Pre-K Early Learning Educator \_\_\_\_ Sign Language Interpreter\_\_\_\_ Classroom Supervisor\_\_\_\_

**Choose the schools you would like to be available to:**

Schools	Location	Colony Schools	Location
_____ Ace Place (45)	Taber	_____ Armada (34)	Lomond
_____ Barnwell (01)	Barnwell	_____ Bluegrass (43)	Warner
_____ Central (07)	Taber	_____ Cameron Farms (05)	Turin
_____ Chamberlain (02)	Grassy Lake	_____ Copperfield(28)	Taber
_____ D.A. Ferguson (14)	Taber	_____ Delco (44)	Wrentham
_____ Dr. Hamman (08)	Taber	_____ Elmspring (38)	Warner
_____ Enchant (03)	Enchant	_____ Enchant (19)	Enchant
_____ Erle Rivers (33)	Milk River	_____ Evergreen (15)	Taber
_____ Hays (04)	Hays	_____ Fairlane (39)	Skiff
_____ Horizon M.A.P. (47)	Vauxhall	_____ Gold Spring (80)	Warner
_____ L.T. Westlake (09)	Taber	_____ Hillridge (20)	Barnwell
_____ Lomond (30)	Lomond	_____ Kingsland (16)	Warner
_____ Milk River Elem. (35)	Milk River	_____ Lomond (31)	Lomond
_____ Taber Christian (10)	Taber	_____ Midland (13)	Taber
_____ Taber Christian High (81)	Taber	_____ Miltow (40)	Warner
_____ Vauxhall High (11)	Vauxhall	_____ Oaklane (21)	Taber
_____ Vauxhall Elem.(12)	Vauxhall	_____ Prairiehome(37)	Skiff
_____ W. R. Myers (06)	Taber	_____ River Road (41)	Milk River
_____ Warner (36)	Warner	_____ Sunnysite (42)	Warner



## 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.

## 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 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

## **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

- 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.







# 2021 Personal Tax Credits Return

**Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of your tax deductions.**

Fill out this form based on the best estimate of your circumstances.

If you do not fill out this form, your tax deductions will only include the basic personal amount, estimated by your employer or payer based on the income they pay you.

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

- 1. Basic personal amount** – Every resident of Canada can enter a basic personal amount of \$13,808. However, if your net income from all sources will be greater than \$151,978 and you enter \$13,808, you may have an amount owing on your income tax and benefit return at the end of the tax year. If your income from all sources will be greater than \$151,978, you have the option to calculate a partial claim. To do so, fill in the appropriate section of Form TD1-WS, Worksheet for the 2021 Personal Tax Credits Return, and enter the calculated amount here.
- 2. Canada caregiver amount for infirm children under age 18** – Either parent (but not both), may claim \$2,295 for each infirm child born in 2004 or later, that resides with both parents throughout the year. 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 Canada caregiver amount for that same child who is under age 18.
- 3. Age amount** – If you will be 65 or older on December 31, 2021, and your net income for the year from all sources will be \$38,893 or less, enter \$7,713. If your net income for the year will be between \$38,893 and \$90,313 and you want to calculate a partial claim, get Form TD1-WS, Worksheet for the 2021 Personal Tax Credits Return, and fill in 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 (full time and part time)** – If you are a student enrolled at a university or college, or an educational institution certified by Employment and Social Development Canada, and you will pay more than \$100 per institution in tuition fees, fill in this section. If you are enrolled full time or part time, enter the total of the tuition fees you will pay.
- 6. Disability amount** – If you will claim the disability amount on your income tax and benefit return by using Form T2201, Disability Tax Credit Certificate, enter \$8,662.
- 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 Line 1 (Line 1 plus \$2,295 if they are **infirm**), enter the difference between this amount and their estimated net income for the year. If their net income for the year will be Line 1 or more (Line 1 plus \$2,295 if they are **infirm**), you cannot claim this amount. In all cases, if their net income for the year will be \$24,604 or less **and** they are **infirm**, go to Line 9.
- 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 Line 1 (Line 1 plus \$2,295 if they are **infirm** and you **cannot claim the Canada caregiver amount for children under age 18 for this dependant**), enter the difference between this amount and their estimated net income. If their net income for the year will be Line 1 or more (Line 1 plus \$2,295 or more if they are **infirm**), you cannot claim this amount. In all cases, if their net income for the year will be \$24,604 or less **and** they are **infirm and are age 18 or older**, go to Line 9.
- 9. Canada caregiver amount for eligible dependant or spouse or common-law partner** – If, at any time in the year, you support an **infirm** eligible dependant (aged 18 or older) **or** an **infirm** spouse or common-law partner whose net income for the year will be \$24,604 or less, get Form TD1-WS and fill in the appropriate section.
- 10. Canada caregiver amount for dependant(s) age 18 or older** – If, at any time in the year, you support an **infirm** dependant age 18 or older (**other than the spouse or common-law partner or eligible dependant you claimed an amount for on Line 9, or could have claimed an amount for if their net income were under \$16,103**) whose net income for the year will be \$17,256 or less, enter \$7,348. If their net income for the year will be between \$17,256 and \$24,604 and you want to calculate a partial claim, get Form TD1-WS and fill in the appropriate section. You can claim this amount for more than one infirm dependant age 18 or older. If you are sharing this amount with another caregiver who supports the same dependant, get the Form TD1-WS and fill in 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 their age amount, pension income amount, tuition amount, or disability amount on their income tax and benefit return, enter the unused amount.
- 12. Amounts transferred from a dependant** – If your dependant will not use all of their **disability amount** on their income tax and benefit 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 their **tuition amount** on their income tax and benefit return, enter the unused amount.
- 13. TOTAL CLAIM AMOUNT** – Add Lines 1 to 12.  
Your employer or payer will use this amount to determine the amount of your tax deductions.

**Filling out Form TD1**

Fill out this form **only** if 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 (for example, the number of your eligible dependants has changed)
- you want to claim the deduction for living in a prescribed zone
- 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 fill out this form, your tax deductions will only include the basic personal amount, estimated by your employer or payer based on the income they pay you.

**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 TD1 for 2021, 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 TD1, **check this box**, enter "0" on Line 13 and do not fill in 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 (Only fill in if you are a non-resident of Canada.)**

As a non-resident of Canada, will 90% or more of your world income be included in determining your taxable income earned in Canada in 2021?

- Yes (Fill out the previous page.)
- No (Enter "0" on Line 13, and do not fill in Lines 2 to 12 as you are not entitled to the personal tax credits.)

If you are unsure of your residency status, call the international tax and non-resident enquiries line at **1-800-959-8281**.

**Provincial or territorial personal tax credits return**

If your claim amount on Line 13 is more than \$13,808, you also have to fill out a provincial or territorial TD1 form. If you are an employee, use the Form TD1 for your province or territory of employment. If you are a pensioner, use the Form TD1 for your province or territory of residence. Your employer or payer will use both this federal form and your most recent provincial or territorial Form TD1 to determine the amount of your tax deductions.

If you are claiming the basic personal amount **only**, 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 2021, you may be able to claim the child amount on Form TD1SK, 2021 Saskatchewan Personal Tax Credits Return. Therefore, you may want to fill out 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 2021, you can claim any of the following:

- \$11.00 for each day that you live in the prescribed northern zone
- \$22.00 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, go to [canada.ca/taxes-northern-residents](https://canada.ca/taxes-northern-residents).

**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 and benefit return. To choose this option, state the amount of additional tax you want to have deducted from each payment. To change this deduction later, fill out a new Form TD1.

\$

**Reduction in tax deductions**

You can ask to have less tax deducted on your income tax and benefit return if 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, charitable donations, and tuition and education amounts carried forward from the previous year). To make this request, fill out Form T1213, Request to Reduce Tax Deductions at Source, 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 our forms and publications, go to [canada.ca/cra-forms-publications](https://canada.ca/cra-forms-publications) or call **1-800-959-5525**.

Personal information (including the SIN) is collected for the purposes of the administration or enforcement of the Income Tax Act and related programs and activities including administering tax, benefits, audit, compliance, and collection. The information collected may be used or disclosed for purposes of other federal acts that provide for the imposition and collection of a tax or duty. It may also be disclosed to other federal, provincial, territorial, or foreign government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties, or other actions. Under the Privacy Act, individuals have a right of protection, access to and correction of their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 120 on Info Source at [canada.ca/cra-info-source](https://canada.ca/cra-info-source).

**Certification**

I certify that the information given on this form is correct and complete.

Signature \_\_\_\_\_

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

Date \_\_\_\_\_

YYYY/MM/DD

**Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of your provincial tax deductions.**

Fill out 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	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 2021, see "More than one employer or payer at the same time" on page 2.

**19,369**

**2. Age amount** – If you will be 65 or older on December 31, 2021, and your net income from all sources will be \$40,179 or less, enter \$5,397. If your net income for the year will be between \$40,179 and \$76,159 and you want to calculate a partial claim, get Form TD1AB-WS, Worksheet for the 2021 Alberta Personal Tax Credits Return, and fill in 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 \$1,491, or your estimated annual pension income, whichever is less.

**4. Disability amount** – If you will claim the disability amount on your income tax and benefit return by using Form T2201, Disability Tax Credit Certificate, enter \$14,940.

**5. 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 \$19,369, enter the difference between \$19,369 and their estimated net income. If their net income for the year will be \$19,369 or more, you cannot claim this amount.

**6. Amount for an eligible dependant** – If you do not have a spouse or common-law partner and you support a dependant relative who lives with you and whose net income for the year will be less than \$19,369, enter the difference between \$19,369 and their estimated net income. If their net income for the year will be \$19,369 or more, you cannot claim this amount.

**7. Caregiver amount** – If you are taking care of a dependant who lives with you, whose net income for the year will be \$17,826 or less, and who is either your or your spouse's or common-law partner's:

- parent or grandparent (aged 65 or older)
- relative (aged 18 or older) who is dependant on you because of an infirmity, enter \$11,212

If the dependant's net income for the year will be between \$17,826 and \$29,038 and you want to calculate a partial claim, get Form TD1AB-WS and fill in the appropriate section.

**8. 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 \$7,407 or less, enter \$11,212. You cannot claim an amount for a dependant you claimed on line 7. If the dependant's net income for the year will be between \$7,407 and \$18,619 and you want to calculate a partial claim, get Form TD1AB-WS and fill in the appropriate section.

**9. Amounts transferred from your spouse or common-law partner** – If your spouse or common-law partner will not use all of their age amount, pension income amount, or disability amount on their income tax and benefit return, enter the unused amount.

**10. Amounts transferred from a dependant** – If your dependant will not use all of their **disability amount** on their income tax and benefit return, enter the unused amount.

**11. TOTAL CLAIM AMOUNT** – Add lines 1 to 10.

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

**Filling out Form TD1AB**

Fill out 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 (for example, 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 fill out Form TD1AB, your 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 Form TD1AB for 2021, 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, **check** this box, enter "0" on line 11 and do not fill in lines 2 to 10.

**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 11. Your employer or payer will not deduct tax from your earnings.

**Additional tax to be deducted**

If you wish to have more tax deducted, fill in "Additional tax to be deducted" on the federal Form TD1.

**Reduction in tax deductions**

You can ask to have less tax deducted on your income tax and benefit return if 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, charitable donations, and tuition and education amounts carried forward from the previous year). To make this request, fill out Form T1213, Request to Reduce Tax Deductions at Source, 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 our forms and publications, go to [canada.ca/cra-forms-publications](https://canada.ca/cra-forms-publications) or call **1-800-959-5525**.

Personal information (including the SIN) is collected for the purposes of the administration or enforcement of the Income Tax Act and related programs and activities including administering tax, benefits, audit, compliance, and collection. The information collected may be used or disclosed for purposes of other federal acts that provide for the imposition and collection of a tax or duty. It may also be disclosed to other federal, provincial, territorial, or foreign government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties, or other actions. Under the Privacy Act, individuals have a right of protection, access to and correction of their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 120 on Info Source at [canada.ca/cra-info-source](https://canada.ca/cra-info-source).

**Certification**

I certify that the information given on this form is correct and complete.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

## Staff/Adult Acceptable Use Agreement

Horizon School Division believes in the use of technology to develop the competencies students need to be contributing global citizens and for the creation of student-centred learning environments. Users are provided access to Horizon's G Suite Domain (Google Apps for Education), the digital network, and a variety of devices and services.

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

### 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 technology 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 digital environment 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 and the division's devices/network 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) Business or financial transactions for personal financial gain
- (j) Accessing, collecting, using, or disclosing information they do not need for their duties

### CRIMINAL AND CIVIL LAW IMPLICATIONS

Inappropriate use of electronic communication and social media can also result in an employee being criminally charged and convicted or facing civil action. Examples of actions and resulting charges are:

- making inappropriate online comments that lead to civil actions, such as defamation

- disclosing confidential information about the school, students and colleagues, thus breaching workplace privacy policies and provisions of the School Act
- posting the work of others without proper attribution, raising copyright-violation issues
- breaching a court-ordered publication ban
- inciting hatred against an identifiable group
- disclosing information about a minor, contrary to the Youth Criminal Justice Act
- using technology to harass a student, colleague or others, contrary to the Criminal Code
- using a computer to lure a child or for juvenile prostitution under the Criminal Code
- exchanging or forwarding compromising photos, videos or audio recordings of students leading to charges of possession or distribution

Electronic communication and social media can also be used as evidence in criminal and civil proceedings.

#### **4. Responsible Use**

The Horizon School Division provides ongoing student instruction that develops citizenship in a digital age over time. Technology also complements teaching and learning as outlined in Alberta Education's Learning and Technology Policy Framework and the Ministerial Order on Student Learning (#001/2013).

##### **Respect and Protect Yourself: Digital Well-being**

- A. Staff demonstrate a sound understanding of technology concepts, systems, and operations.
  - I will understand, select, and use technology systems and application purposefully.
  - I will transfer current knowledge to learning of new technologies.
- B. Staff employ strategies to protect personal security and identity.
  - I will protect personal username and password information.
  - I will protect all data related to personal identity.
  - I will protect personal reputation in all digital interactions.
  - I will self-monitor appropriate access and use of digital assets.
- C. Staff model digital well-being in the course of all actions.

##### **Respect and Protect Others: Digital Interactions**

- A. Staff understand human, cultural and societal issues related to technology and practice legal, ethical behaviour.
  - I will promote and model digital etiquette and responsible social interactions related to the use of technology and information.
  - I will develop and model cultural understanding and global awareness by engaging with colleagues and students of other cultures using digital age communication and collaboration tools.
- B. Staff exhibit knowledge, skills, and work processes representative of an innovative professional in a global and digital society.
  - I will demonstrate fluency in technology systems and the transfer of current knowledge to new technologies and situations.
  - I will collaborate with students, peers, parents, and community members using digital tools and resources to support student success and innovation.
  - I will communicate relevant information and ideas effectively to students, parents, and peers using a variety of digital age media and formats.
  - I will model and facilitate effective use of current and emerging digital tools to locate, analyze, evaluate and use information resources to support research and learning.
- C. Staff ensure a welcoming, caring, respectful and safe learning environment free from bullying and harassment.

- I will ensure all students comply with expectations for a welcoming, caring, respectful and safe learning environment in all digital interactions and uses of technology.
- D. Staff conduct all digital interactions and uses of technology in a manner reflective of the values of the school and the school division.

**Respect and Protect Intellectual Property and Other Types of Property: Digital Preparedness**

- A. Staff demonstrate responsibility for safety and security of technology, including data, software, and hardware.
- I will teach and model safe, legal and responsible use of technologies, including understanding and compliance with Terms of Service agreements.
  - I will demonstrate safe and responsible use of networks, servers, computers and devices.
  - I will immediately report any detection of malware or threat of ransomware to the technology department.
- B. Staff follow legal and ethical guidelines for attribution of all sources to avoid plagiarism of content or images.
- C. Staff follow legal guidelines for all copyright materials.

**5. Warranties**

The 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 or property a user may suffer. Use of the 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. 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.

\_\_\_\_\_  
NAME (PLEASE PRINT)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE





## **Criminal Record Check to include the Vulnerable Sector Check**

### **Employment**

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

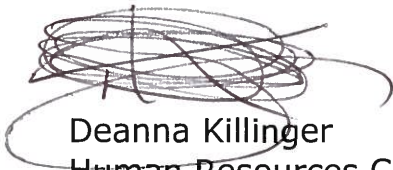
**Applicant Name:** \_\_\_\_\_  
(Print)

The above individual has applied for employment with Horizon School Division.

A requirement of employment includes a clear Criminal Record Check to include the Vulnerable Sector Check, as the prospective employee may be working with school aged children.

Any costs incurred for this security check will be the responsibility of the prospective employee.

Regards,



Deanna Killinger  
Human Resources Coordinator  
Ph: 403-223-3547 ext. 10123