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

Application
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.
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.

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.

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.
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
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<tbody>
<tr>
<td>Domain names</td>
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<tr>
<td>Web design</td>
<td>9</td>
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<tr>
<td>External links</td>
<td>10(1)</td>
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<tr>
<td>(2)</td>
<td>Links to Web sites of an offensive nature are not permitted.</td>
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<tr>
<td>Internet access and security</td>
<td>11(1)</td>
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<td>(2)</td>
<td>All changes to the Calgary Board of Education firewall configuration must be approved in advance by the Director of Information Technology Services, or designate.</td>
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<td>Monitoring and use of Calgary Board of Education Web site information</td>
<td>12(1)</td>
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<td>(2)</td>
<td>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...</td>
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</table>
(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.

References

Administrative Regulation References:
- 1043 - Copyright
- 1061 - Information Security
- 1062 - Acceptable Use of Electronic Information Resources

Other References:
- 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:
- For CBE Web Pages: Web Master, Media Services
- For Technology Standards: Help Desk, Information Technology Services