



1. School councils must use social media* in accordance with [Administrative Regulation 1067: Use of Social Media](#) and the Personal Information Protection Act (PIPA). Information about PIPA and school councils in Alberta is available on the [Alberta School Councils' Association website](#).
2. Any social media site/account created and maintained by CBE school councils is owned by the school council and not by the CBE. CBE resources cannot be used to create and maintain these sites.
3. School councils should ensure their school council passes a motion to create or develop a social media site/account before new accounts and sites are created.
4. A designate should be assigned to maintain content on social media sites.
5. Comments should be reviewed and monitored on a daily basis on blog sites.
6. The school council chair has ultimate responsibility for the school council's use of social media.
7. Confidentiality of CBE students must be protected. This means that the full names of students, student photos and samples of their school work are not to be posted without written approval from the student's parent or guardian. In the case of an adult student, written approval can be given by the student.
8. School councils that follow the guidelines specified here may provide a link on the CBE school website to their social media site(s). If the guidelines are not followed, the CBE retains the right to remove the link if concerns have not been addressed within 24 hours of notification.

*Definition of social media: web-based and mobile technologies providing communications through interactive or social dialogue. Examples include but are not limited to weblogs, social blogs, wikis, Internet Forums, instant messaging and social network aggregation platforms, such as MySpace or Facebook.