

## How to maintain a safe cyberspace

Using these guidelines, you can reduce your risk of harm through inappropriate cyber conduct:

### Do:

- Maintain exemplary professional standards when sending email messages to students, parents, colleagues, and administrators.
- Always keep a copy of your email messages.
- Use a professional voice when communicating via cyberspace.
- Use a signature that includes your name, assignment title, and workplace.

### Do Not:

- Share your password with other colleagues or students.
- Leave your computer on and unattended when students are in the vicinity.
- Send unnecessary attachments with emails.
- Write emails using capitals; it is interpreted as shouting. Do not use cyberspeak or emojis when communicating with parents or students.
- Use your home computer or email to contact students or parents.
- Permit images of yourself to be taken or posted on any site without appropriate privacy safeguards.
- Post criticism of administrators, colleagues, students, or parents on social networking sites.

## How to find out more

### [mediasmarts.ca](http://mediasmarts.ca)

MediaSmarts has been developing digital and media literacy programs and resources for Canadian homes, schools and communities since 1996. Through our work we support adults with information and tools so they can help children and teens develop the critical thinking skills they need for interacting with the media they love.

### [cyberbullying.ca](http://cyberbullying.ca)

This excellent resource provides information for teachers, parents, and students (English only).

### [ipc.on.ca](http://ipc.on.ca)

The office of the Information and Privacy Commissioner of Ontario provides information on the protection of personal privacy.

To learn more about cyberbullying and cybersafety, contact OSSTF/FEESO to request a CyberBullying workshop.

### OSSTF/FEESO

60 Mobile Dr.  
Toronto, ON M4A 2P3  
Phone 416-751-8300  
Toll Free 1-800-267-7867  
[www.osstf.on.ca](http://www.osstf.on.ca)

# CYBERSAFETY

## Important information for OSSTF/FEESO members



## [ How to be cyber safe ]

You will probably want to utilize all the resources available when you discover how modern technology can be used to communicate, educate, and facilitate learning. To do so safely requires knowledge, expertise, and caution.

## [ About the law ]

What is cyberbullying? The use of information and communication technologies...to support deliberate and hostile behaviours, by an individual or a group, which are intended to harm others (Beasley). Forms of cyberbullying which are considered criminal acts include:

- Repeated, unwanted communication that causes someone to fear for their own or others' safety.
- Defamatory libel designed to insult a person or hurt a person's reputation.
- Spreading hate or discrimination based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, or disability that may be a violation under the *Canadian Human Rights Act/Ontario Human Rights Code*.

## [ What to do if you are a cyberbullying target? ]

- Make copies of all questionable messages/web postings and other related materials or data, including the URL.
- Direct the sender to stop and state that the conduct is unacceptable and inappropriate.
- Do not otherwise engage with the sender as this may escalate the situation.
- Access support through your employer and local federation according to policy and procedure.
- Inform and involve your Occupational Health and Safety Committee if safety is threatened.
- Contact your federation if actions are ineffective and you need further advice or information.

**Know your rights...  
Know your responsibilities!**

## [ Other safety tips ]

Internet service providers, cell phone companies, websites, online communities, and providers of different technologies place some controls on the material and communications posted on their sites. Look for sections such as "Terms and Conditions," "Terms of Use" or simply "Terms" which outline the agreement between the site and its users.

## [ Activities that can result in disciplinary action ]

- Visiting inappropriate websites.
- Sending or forwarding offensive jokes.
- Online gambling at the workplace.
- Downloading audio, video, or text-based materials in violation of copyright laws.
- Using employer equipment to engage in activities relating to another occupation.
- Posting suggestive or inappropriate pictures of yourself or others over the internet.
- Engaging in personal electronic communication with students.
- Conversing inappropriately about colleagues through emails or social networking sites.
- Sharing confidential information through an email system or a social networking site.
- Posting criticism of administrators, trustees, colleagues, students, or parents on social networking sites.

**What you do reflects on you!**



**Know the law, the Code of Ethics, employer policies, and follow them.**