



## ICT: Cyberbullying Administrative Procedure 1.A.102

1.0 School Administration  
1.A. Foundations

---

**Board Governance Policy Cross Reference:**

**Policy Cross Reference:** 2, 3, 16

**Administrative Procedure Cross Reference:** 1.A.30 Code of Conduct, 1.A.101 ICT: Cell Phone Use, 1.A.103 ICT: General Use, 1.A.105 ICT: Social Media, 8.92 Harassment Prevention

---

**Date Adopted:** September 2019

**Date Amended:** September 2024

---

Cyberbullying is the use of information and communication technologies (ICT) to bully, embarrass, threaten or harass another person.

It also includes the use of these technologies to engage in conduct or behavior that is derogatory, defamatory, degrading, illegal or abusive.

If an employee or student becomes targeted by cyberbullying:

- demand that the sender stop transmitting or posting the material and state that their conduct is unacceptable and inappropriate
- do not further engage the person who is cyberbullying as this may cause an escalation
- make copies of all questionable messages, web postings, information and other related material and data, including the URL
- stop using that social media platform
- advise administration if the situation requires immediate action, and/or if the inappropriate communication continues
- access support, guidance and advice, *as applicable*, through administration, Division policies/procedures, school counsellor, your Workplace Safety and Health representative, your professional organization

The use of ICT must be consistent with all Division policies and procedures. This procedure is closely linked to

- **8.92 Harassment Prevention**
- **1.A.101 ICT: Cell Phone Use**
- **1.A.103 ICT: General Use**
- **1.A.105 ICT: Social Media**
- **1.A.30 Code of Conduct**

Use must also comply with the *Public Schools Act*, *Workplace Safety and Health Act*, *Manitoba's Human Rights Code*, professional standards of conduct, Privacy legislation and other applicable legislation/laws.

At least two (2) forms of cyberbullying are considered criminal acts – communicating repeatedly with someone if the communication causes a person to fear for their health and safety; and publishing defamatory libel – something that is designed to insult a person or likely to hurt a person’s reputation by exposing them to hatred, contempt or ridicule. The non – consensual sharing of intimate images, spreading hate or discriminating based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status or disability may be a violation of the *Canadian Human Rights Act* and/or provincial human rights legislation.

Students and staff will be held accountable for their actions. Failure to comply with these terms and conditions may result in temporary confiscation of device, disciplinary action and/or legal action.