P16 Student technology and device use

Effective date: November 1, 2026.

Purpose and Scope

This policy outlines the responsible use of technology, devices, and digital platforms at Canadian Aviation College (CAC). It ensures that students use CAC-provided and personal devices in a manner that upholds professionalism, safety, and data security.

This policy applies to all students enrolled in CAC's Career and Recreational Programs.

Acceptable Use of Technology

Students are expected to:

Use CAC-provided devices, simulators, and Wi-Fi networks for educational and training purposes only.

Use personal devices (laptops, tablets, phones) in a manner that does not disrupt classroom or flight operations.

Access digital resources (LMS, CAC portals) using secure and professional conduct.

Maintain respectful and appropriate online communication.

Prohibited Conduct

The following actions are strictly prohibited:

Unauthorized use of CAC computers, simulators, software, or network systems.

Unauthorized recording (audio, video, or screen capture) of instructors, students, or CAC facilities without explicit consent.

Sharing or distributing CAC training materials, exams, or proprietary content without authorization.

Accessing, downloading, or sharing offensive, illegal, or inappropriate content.

Using CAC branding, logos, or official communications channels for personal or non-approved use.

Tampering with or attempting to bypass CAC's IT security measures.

Engaging in cyberbullying, harassment, or dissemination of false information.

Social Media Conduct

Students representing CAC on social media or identifying as a CAC student must:

Maintain professional and respectful online presence.

Refrain from posting content that may harm CAC's reputation or violate CAC's Code of Conduct.

Seek authorization before posting content related to CAC facilities, aircraft, or training activities.

Data Security Privacy

Students must safeguard login credentials and not share them with others.

Personal devices connected to CAC networks should have up-to-date security software.

Students are prohibited from accessing or sharing confidential student or institutional information without authorization.

Reporting Misuse

Students are encouraged to report suspected technology misuse or security breaches to Alano Ling at studentservice@cacbc.ca.

Disciplinary Actions

Violations of this policy will be addressed in accordance with CAC's Dismissal Policy Tiers, which may result in:

Formal warnings.

Restricted access to CAC systems.

Suspension or dismissal for severe breaches (e.g., data theft, harassment).

Policy Review

This policy will be reviewed annually to ensure alignment with evolving best practices in digital security, privacy, and professional standards.

For technology support or reporting concerns, contact Alano at studentservice@cacbc.ca. Alano coordinates IT support with Mathieu.

Student misconduct concerns are referred to Bote for review and any warning or probation notice. Alano administers dismissals. Access to EMS follows assigned duties and must not be shared through another person's credentials.