

Section 12 – Digital Conduct and Communications Policy

- Purpose & Scope

This policy defines expectations for digital behaviour, communication, device use, and media.

at Canadian Aviation College. It consolidates:

- Technology & Device Use Policy
- Social Media Policy
- Email & Correspondence Policy
- Photo and Video Policy
- This policy applies to all students enrolled in CAC Career and Recreational Programs.

Professional Digital Conduct

- Students are expected to:
- Use CAC systems, devices, and networks responsibly.
- Always communicate respectfully and professionally.
- Protect personal, student, and institutional information.
- Conduct themselves online in a manner consistent with aviation professionalism.
- Acceptable Use of Technology

Students may:

- Use personal devices for educational purposes when permitted.
- Access CAC systems using secure credentials.
- Use messaging platforms only for approved operational communication
- Disrupt training or instruction with device use.
- Share login credentials.
- Attempt to bypass CAC security systems.

Email & Official Communication Standards

Email is CAC's official record of communication.

Students must:

- Check email daily.
- Use professional tone and clear language.
- Identify themselves by full name and student ID.
- Staff responses occur within five business days.
- No after-hours or weekend response is expected
- Unprofessional or abusive communication is a policy violation.

Social Media Conduct

Students identifying as CAC students or referencing CAC must:

- Maintain respectful, professional online conduct.
- Avoid posting content that misrepresents or harms CAC.

- Not disclosing confidential or proprietary information Personal opinions must not be presented as official CAC positions.
- Photo, Video & Recording Rules
- Consent
- Recording or photographing staff, students, or facilities requires explicit permission.
- Use of images for promotional purposes requires a signed Photo and Video Release Form
- Prohibited Recording
- Unauthorized recording of instruction, training, or individuals
- Posting CAC-related media without authorization
- Use of CAC branding or uniforms in misleading or inappropriate content
- Data Security & Privacy
- Students must:
- Safeguard login credentials.
- Use secure devices and networks.
- Not accessing or distributing confidential information Privacy violations are treated as serious misconduct.
- Reporting Digital Misuse

Suspected misuse, breaches, or concerns should be reported to:

- Student Services
- Office Administration
- Reports will be handled confidentially and without retaliation.

Disciplinary Action

Violations of this policy may result in:

- Formal warnings
- Restricted access to systems
- Suspension or dismissal for serious or repeated breaches
- Enforcement follows the Student Warning, Suspension and Dismissal Policy.

Policy Review

This policy is reviewed annually to ensure alignment with:

- Digital security best practices
- Privacy legislation
- Professional aviation standard