

GOVERNANCE AND POLICY COMMITTEE REGULAR MEETING Public Session

AGENDA October 6, 2020

Nancy Crawford, Chair
Trustee Ward 12

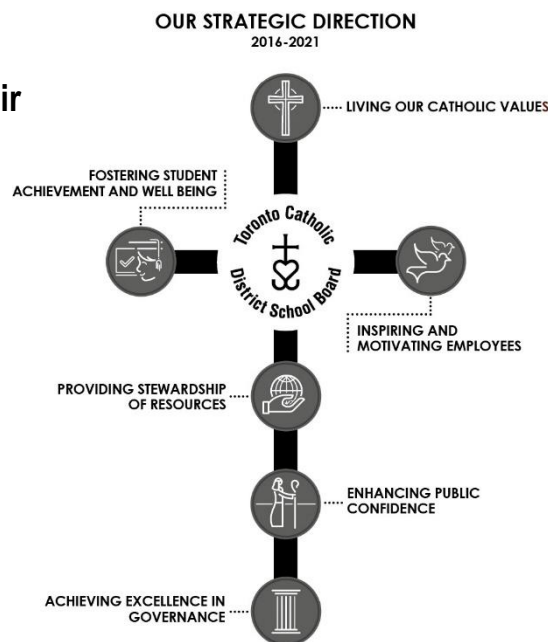
Joseph Martino
Ex-Officio

Michael Del Grande, Vice-Chair
Trustee Ward 7

Angela Kennedy
Ex-Officio

Teresa Lubinski
Trustee Ward 4

Norman Di Pasquale
Trustee Ward 9



MISSION

*The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.
We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.*

VISION

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Recording Secretary: Sophia Harris, 416-222-8282 Ext. 2293
Assistant Recording Secretary: Skeeter Hinds-Barnett, 416-222-8282 Ext. 2298
Assistant Recording Secretary: Sarah Pellegrini, 416-222-8282 Ext. 2207

Dr. Brendan Browne
Director of Education

Joseph Martino
Chair of the Board

TERMS OF REFERENCE FOR GOVERNANCE AND POLICY COMMITTEE

The Governance Framework Committee is responsible for:

A. Ensuring that governance structures, policies, protocols, processes and performance metrics:

- i). advance the vision of the TCDSB, rooted in Catholic values and teachings.
- ii). support the achievement of our Multi-Year Plan.
- iii). conform to best practices.
- iv). provide strategic cohesion and consistency.
- v). comply with the Education Act and other pertinent legislation.

B. Providing a meta policy framework to ensure all policy formation, monitoring and evaluation follow a standard process that reflects exemplary practices in policy development.

C. Carrying out a continuous review of the roster of existing policy to ensure conformity and advancement of (A) above.

D. Identifying the supports (e.g. capacity training) needed to implement the governance framework.

E. Ensuring ongoing governance reviews of the Board.

F. Ensuring that the TCDSB By-laws and the Trustee Code of Conduct reflect the vision and mission of the Board and adhere to good governance practices, the Education Act and other pertinent legislation.

LAND ACKNOWLEDGEMENT

Out of our deep respect for Indigenous peoples in Canada, we acknowledge that all Toronto Catholic District School Board properties are situated upon traditional territories. The territories include the Wendat, the Anishinabek (a-ni-shna-bek) Nation, the Haudenosaunee (hoh-Dee-noh-Shoh-nee) Confederacy, and the Mississaugas of the Credit First Nations. We also recognize the contributions and enduring presence of all First Nations, Métis, and Inuit people in Ontario and the rest of Canada.

Nous tenons d'abord à souligner que toutes les écoles du conseil TCDSB se situent sur des territoires traditionnels. Ces territoires comprennent ceux des Wendats, de la Nation Anishinabek, de la Confédération de Haudenosaunee, des Mississaugas of the Credit First Nations. Nous voudrions également reconnaître la pérennité de la présence des peuples des Premières Nations, des Métis et des Inuits sur ces terres en Ontario et partout dans le Canada.

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AGENDA THE REGULAR MEETING OF THE GOVERNANCE AND POLICY COMMITTEE

PUBLIC SESSION

Nancy Crawford, Chair

Michael Del Grande, Vice Chair

Tuesday, October 6, 2020

7:00 P.M.

	Pages
1. Call to Order	
2. Opening Prayer	
3. Land Acknowledgement	
4. Roll Call & Apologies	
5. Approval of the Agenda	
6. Declarations of Interest	
7. Approval and Signing of the Minutes of the Meeting Held September 8, 2020	1 - 14
8. Delegations	
9. Presentation	
10. Notices of Motion	
11. Consent and Review	

12.	Unfinished Business	
13.	Matters referred or deferred	
14.	Staff Reports	
14.a.	Update to Electronic Communication System - Acceptable Use A.29	15 - 73
14.b.	Meta Policy M.01	74 - 83
15.	Listing of Communications	
16.	Inquiries and Miscellaneous	
17.	Updating of Pending List	
17.a.	Monthly Pending List	84 - 89
17.b.	Annual Policy Priority Schedule	90 - 91
18.	Adjournment	

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MINUTES OF THE REGULAR VIRTUAL MEETING OF THE GOVERNANCE AND POLICY COMMITTEE PUBLIC SESSION

HELD TUESDAY, SEPTEMBER 8, 2020

PRESENT:

Trustees:

N. Crawford, Chair – In Person
M. Del Grande, Vice-Chair
N. Di Pasquale
A. Kennedy - Ex-Officio
T. Lubinski

Non-Voting Trustee:

I. Li Preti

Staff:

B. Browne
C. Fernandes
C. Caldwell
C. Onyia

S. Harris, Recording Secretary

S. Hinds-Barnett, Assistant Recording Secretary

1. Call to Order

Casey Caldwell introduced Cecilia Onyia, lawyer, who will providing support with policies in Ms.Caldwell's upcoming temporary absence.

4. Approval of the Agenda

MOVED by Trustee Di Pasquale, seconded by Trustee Kennedy, that the Agenda, as amended to include Item 15a) *Inquiry from Trustee Kennedy regarding the Process for Reconsideration of a Motion i.e. the Uniform Policy Carried at the September 3, 2020 Student Achievement and Well Being, Catholic Education and Human Resources Committee Meeting*, be approved.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy

The Motion was declared

CARRIED

Trustee Lubinski did not vote/respond due to technical difficulties.

5. Declarations of Interest

There were none.

6. Approval and Signing of the Minutes

MOVED by Trustee Lubinski, seconded by Trustee Di Pasquale, that the Minutes of the Meeting held August 25, 2020 be approved with the following amendment:

Page 8 – replace *CSPCs* with *OAPCE*.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

The Motion was declared

CARRIED

13. Staff Reports

MOVED by Trustee Di Pasquale, seconded by Trustee Del Grande, that Item 13a) be adopted as follows:

- 13a) Delegations and Public Participation Policy T.14** that the Board accept the recommendation of the Governance and Policy Committee and that the revised policy on Delegations (T.14) provided in Appendix A of the report be adopted.

MOVED in AMENDMENT by Trustee Di Pasquale, seconded by Trustee Kennedy, that the Regulations be renumbered to accommodate a new Regulations 17 and 18 as follows:

- 17) If the Chair determines that the number of expected delegations far exceeds 10, he/she may recommend to the Director to call a Special Board meeting to hear all delegations; and
- 18) Delegates may also opt to delegate to the Board remotely, or via written delegation, to be read out by staff.

Results of the Vote taken on the AMENDMENT regarding Regulation 17, as follows:

In Favour

Opposed

Trustees Crawford
Di Pasquale
Kennedy

Del Grande
Lubinski

The AMENDMENT regarding Regulation 17 was declared

CARRIED

Results of the Vote taken on the AMENDMENT Regulation 18, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

The AMENDMENT regarding Regulation 18 was declared

CARRIED

MOVED in AMENDMENT by Trustee Del Grande, seconded by Trustee Kennedy, that the *Director of Education*, in consultation with the *Committee's Chair*, retain discretion to reasonably determine whether or not a delegate will be received be replaced with *The Board or Committee Chair* in consultation with the *Director ...*, page 20, Regulation 3.

Results of the Vote taken on the AMENDMENT, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

The AMENDMENT was declared

CARRIED

MOVED in AMENDMENT by Trustee Lubinski, seconded by Trustee Del Grande, that **the following be inserted into the Policy:**

- i) Delegates must provide a written copy of their intended delegation in full by 11am on the day of the meeting; and
- ii) Delegates are expected to present their remarks as approved and submitted through the application process.

MOVED in AMENDMENT to the AMENDMENT by Trustee Kennedy, seconded by Trustee Lubinski, that the following be inserted into the Policy:

- i) Delegates are *requested* to provide a written copy of their intended delegation in full by 11am on the day of the meeting; and
- ii) Delegates are expected to present their remarks as submitted through the application process.

Results of the Vote taken on the AMENDMENT to the AMENDMENT, as follows:

In Favour

Opposed

Trustees Di Pasquale
Kennedy
Lubinski

Crawford
Del Grande

The AMENDMENT to the AMENDMENT was declared

CARRIED

Results of the Vote taken on the AMENDMENT, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

The AMENDMENT was declared

CARRIED

MOVED in AMENDMENT by Trustee Lubinski, seconded by Trustee Del Grande, that *completing and* be inserted before *submitting*, Regulation 7, Line 3, page 21.

Results of the Vote taken on the AMENDMENT, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

The AMENDMENT was declared

CARRIED

MOVED in AMENDMENT by Trustee Lubinski, seconded by Trustee Del Grande, that the following be added to Regulation 12, page 22:

When there are several delegates registered to speak on the same topic affecting the same school, and there are other delegates registered or wishing to register to speak to different topics on the agenda or of a time-sensitive nature, the Director and the Chair of the Committee may restrict the number of delegates on the same topic affecting the same school to three delegates.

Results of the Vote taken on the AMENDMENT, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

The AMENDMENT was declared

CARRIED

Staff was directed to be consistent throughout the policy with the usage of *delegate* and *deputation*.

MOVED in AMENDMENT by Trustee Del Grande, seconded by Trustee Kennedy, that permission of *the Director* in consultation with the *Committee's Chair* be replaced with permission of the *Committee's Chair* in consultation with *the Director* consistently throughout the policy.

Results of the Vote taken on the AMENDMENT, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

The AMENDMENT was declared

CARRIED

Results of the Vote taken on the Motion, as amended, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

The Motion, as amended ,was declared

CARRIED

MOVED by Trustee Del Grande, seconded by Trustee Di Pasquale, that Item 13b) be adopted as follows:

- 13b) Board Recognized Charitable Foundations A.09** that the revised Board Recognized Charitable Foundations A.09 provided in Report Appendix A be adopted.

Trustee Crawford relinquished the Chair to Trustee Del Grande.

MOVED in AMENDMENT by Trustee Crawford, seconded by Trustee Kennedy:

1. That *through recognition, financial collections and annual events* be added after *Learning*, Policy, page 31;
2. That *within the Archdiocese of Toronto's* be added after *community*, , Share Life, page 32;
3. That *these* be inserted before *charitable*, Evaluation and Metrics # 2, page 32; and

4. That *MYSP* be spelt out to read *Multi-Year Strategic Plan*, Evaluation and Metrics # 4, page 32.

Results of the Vote taken on Parts 2, 3 and 4 of the AMENDMENT, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

Parts 2, 3 and 4 of the AMENDMENT were declared

CARRIED

Results of the Vote taken on Part 1 of the AMENDMENT, as follows:

In Favour

Opposed

Trustees Crawford	Del Grande
Lubinski	Di Pasquale
	Kennedy

Part 1 of the AMENDMENT was declared

FAILED

Results of the Vote taken on the Motion, as amended, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

The Motion, as amended, was declared

CARRIED

Trustee Crawford reassumed the Chair.

15. Inquiries and Miscellaneous

MOVED by Trustee Kennedy, seconded by Trustee Lubinski, that Item 15a) be adopted as follows:

- 15a) From Trustee Kennedy regarding the Process for Reconsideration of a Motion i.e. the Uniform Policy Carried at the September 3, 2020 Student Achievement and Well Being, Catholic Education and Human Resources Committee Meeting received and Referred to Staff.**

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale

Kennedy
Lubinski

The Motion was declared

CARRIED

16. Updating of Pending List

MOVED by Trustee Del Grande, seconded by Trustee Kennedy, that Item 16a) be adopted as follows:

16a) Monthly Pending List received.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

The Motion was declared

CARRIED

16b) Annual Policy Priority Schedule received.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

The Motion was declared

CARRIED

17. Adjournment

MOVED by Trustee Del Grande, seconded by Trustee Di Pasquale, that the meeting be adjourned.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

The Motion was declared

CARRIED

SECRETARY

CHAIR



REPORT TO

GOVERNANCE AND POLICY
COMMITTEEUPDATE TO ELECTRONIC COMMUNICATION
SYSTEM – ACCEPTABLE USE A.29

The name of the Lord is a strong tower; the righteous run into it and are safe. - Proverbs 18:10

Created, Draft	First Tabling	Review
September 28, 2020	Click here to Enter Date First appearance at Standing Committee or Board	

Steve Camacho – Chief Information Officer

Bryan Shannon – Sr. Manager, Archives, Records Management, Freedom of Information

RECOMMENDATION REPORT

Vision:

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Mission:

The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.

We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.



Brendan Browne, PhD.
Director of Education

D. Koenig
Associate Director
of Academic Affairs

L. Noronha
Associate Director of Facilities,
Business and Community
Development, and
Chief Financial Officer

A. EXECUTIVE SUMMARY

This report recommends updating the current policy on Policy A.29 to conform to current practice and policies.

The cumulative staff time required to prepare this report was 8 hours.

B. PURPOSE

This Recommendation Report is on the Order Paper of the Governance and Policy Committee as it recommends policy revision.

C. BACKGROUND

1. This policy was first approved in January 2000 and has not been amended since April 2012. (Appendix A)
2. There has been a significant change in the use of technology in the last 20 years since this policy was first introduced. As such, staff have taken the approach of rebuilding the policy from the ground up instead of making minor changes to content.
3. The current version of the policy can be difficult to understand and follow as some sections apply to students and others apply to employees. To make the policy easier to understand and adhere to, we consolidated many of the policy regulations into simpler regulations that apply to everyone. This avoids duplication and significantly shortens the policy length.
4. Changes to this policy reflect current practice and alignment with related policies: Board Code of Conduct S.S.09, Harassment and Discrimination Policy H.M.14, Municipal Freedom of Information and Protection of Privacy Policy A.38 and Records Management and Archives Policy A.20. (see side-by-side comparison of current and proposed policy, Appendix C)

D. EVIDENCE/RESEARCH/ANALYSIS

1. This policy has been amended through significant consultation with representatives from the Toronto Elementary Catholic Teachers (TECT),

Toronto Secondary Unit (TSU), the Toronto Catholic Principals and Vice Principals Association, the Secondary Schools Principals Association, the Secondary School Vice Principals Association, and field superintendents, as well staff from Legal Services, Records and Privacy, Curriculum Leadership and Innovation, 21st Century Learning, and Technical Services.

2. Staff conducted a review of examples of up-to-date acceptable use policies from other Ontario school boards, as well as those of Ontario post-secondary institutions.
3. Staff conducted a review of relevant practice resources from the Information and Privacy Commissioner of Ontario, the Ontario Colleges of Teachers and OECTA.
4. A draft of the proposed policy was provided to the CPIC and OAPCE committees for comment.

E. METRICS AND ACCOUNTABILITY

1. Recommendations in this report will be monitored by policy development staff.
2. Further reports will be brought to Board in accordance with the policy review schedule.

F. IMPLEMENTATION

The updated policy as approved will be posted on the TCDSB policy register. Schools and departments will be made aware of the changes using internal communication channels.

G. STAFF RECOMMENDATION

Staff recommends that the revised Acceptable Use of Technology Policy A.29 provided in Report Appendix B be adopted.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: ELECTRONIC COMMUNICATION
SYSTEM- ACCEPTABLE USE

POLICY NO: A. 29

Date Approved: April 19, 2012- Board	Date of Next Review:	Dates of Amendments: November 15, 2001 – Board, BM p. January 2000
Cross References: Advertising in Schools policy (A.25)		
Appendix:		

POLICY

This Acceptable Use Policy was last updated as of March 2012 through a consultative process between the Toronto Catholic District School Board and its stakeholders (Associations, Board, Students, Parents and Schools)

POLICY STATEMENT

Within the context of the Multi-Year Strategic Plan and our Christ-focused mission and vision, the Board's electronic communication system is to support learning communities that will transform the world through witness, faith, innovation and action.

It is important to prepare students for success in life and work in the 21st century by providing them with electronic access to a wide range of information, as well as opportunities to develop relevant skills and to actively participate in the global community. The Board recognizes the impact of information technology on society. We have a responsibility to ensure that all learners develop a respect for the power of information technology and that technology is used ethically to promote values consistent with Catholic teachings and the Catholic Graduate Expectations.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

**POLICY NAME: ELECTRONIC COMMUNICATION
SYSTEM- ACCEPTABLE USE**

POLICY NO: A. 29

The use of information technology is a support for staff to perform their daily operational activities and work responsibilities in meeting the goals of the Multi-Year Strategic Plan. Information technology provides staff further opportunities for professional development and relationship building in service to the school community and public.

The utilization of technology by all users must uphold an equitable culture of caring, inclusion, dialogue, and learning and should always strive to respect the dignity of the human person.

ADMINISTRATIVE PROCEDURES

These administrative procedures are established to:

- Increase safety for students and staff
- Ensure alignment with TCDSB Mission, Vision and core values
- Enhance teaching and learning
- Enhance relationships and community
- Improve efficiency of technology systems
- Facilitate communications and the sharing of information with the local community, including parents, social service agencies, parishes, government agencies, and businesses
- Enhance employee skills, knowledge and exchange of information with their peers.

DEFINITIONS

Users include but are not limited to employees, students, trustees, association staff, parents, volunteers, contractors, community service workers, and temporary staff.

Electronic communication includes but is not limited to Internet use, e-mail, social media, browsing, publishing or posting on web sites, downloading, accessing or storing files and use of personal electronic devices.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

**POLICY NAME: ELECTRONIC COMMUNICATION
SYSTEM- ACCEPTABLE USE**

POLICY NO: A. 29

The use of an electronic communication system within the Board has an educational and professional purpose. The term educational and professional purpose includes classroom activities and limited high quality, self-discovery activities. It also encompasses professional and career development and administrative services that support education.

ADMINISTRATIVE PROCEDURES – ALL USERS

All users must abide by the administrative procedures outlined in this section.

1. Responsibilities

(a) The Board provides users with access to the Board's electronic communication system.

(b) The use of the Board's electronic communication systems is a privilege, not a right, and as such can be restricted or, if appropriate, removed altogether.

(c) Users are expected to use the Board's electronic communication systems in an ethical, lawful and appropriate manner as governed by applicable legislation, Board policies and procedures.

(d) The Board recognizes that parents share responsibility for transmitting Catholic values to their children and providing guidance in the appropriate use of the technology.

(e) Through this policy the Board will notify users about the Board's electronic communication systems and the expectations governing its use.

(f) The Board will expect educators to model and teach students proper standards of use, guide students on the appropriate use of technological resources and ensure that students understand the consequences of abusing their user privileges.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

**POLICY NAME: ELECTRONIC COMMUNICATION
SYSTEM- ACCEPTABLE USE**

POLICY NO: A. 29

- (g) The Board will provide opportunities for professional learning to Board employees on the appropriate use of technological resources.
- (h) All students will sign a "Student Access Agreement" in which they will commit to abide by this policy prior to receiving an individual user account and gaining access to the network resources and the Internet. If the student is less than 18 years of age, a parent or guardian must also sign the agreement.
- (i) The Board will provide students and parents with guidelines for student safety and appropriate, ethical use of technology and the Internet.
- (j) All new employees and users affiliated with the Board must sign a "User Access Agreement" to abide by this policy prior to receiving a user account and gaining access to the network resources and the Internet.
- (k) For employees and existing users, continued use of the Board's electronic communication system will be interpreted by the Board that the User has agreed to comply with the applicable Board policies and procedures.
- (l) The school Code of Conduct must be consistent with and abide by the regulations within this policy.
- (m) This policy contains restrictions on accessing, storing and disseminating inappropriate material. There is a wide range of material available on the Internet, some of which may not be consistent with governing laws nor with the values and code of ethics advocated by the Board.
- (n) The Board will make every effort and has taken reasonable precautions to avoid the misuse of Internet and electronic communication services. However, the possibility exists that users may receive or access content that is not in line with this policy. The Board's Internet content filtering system is considered a support to staff and not a replacement for properly supervising student access to the Internet.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

**POLICY NAME: ELECTRONIC COMMUNICATION
SYSTEM- ACCEPTABLE USE**

POLICY NO: A. 29

2. Personal Safety

(a) Users should protect their personal information and follow the available guidelines and resources published by the Information and Privacy Commissioner (IPC) of Ontario.

3. Unacceptable Activities

(a) Unauthorized Access - Users will not attempt to gain unauthorized access to the Board's system or to any other computer system through the Board's network or go beyond their authorized access. This includes attempting to log on through another person's user account or accessing another person's files.

(b) Malicious Access - Users will not make deliberate attempts to disrupt the performance of the computer system or destroy data by spreading computer viruses or any other malicious means. These actions may be illegal and will be dealt with as such.

(c) Illegal Activities - Users will not use the Board's system to engage in any illegal act, such as arranging for the sale or purchase of restricted substances such as alcohol and drugs, engaging in criminal activity or threatening the safety of a person.

(d) Cyberbullying / Threats / Harassment - Users will not use the Board's system to engage in inappropriate behaviours including, but not limited to, cyberbullying, personal attacks, threats, harassment, hate motivated and discriminatory behaviours. Users who use the Board's technology or use personal electronic devices to engage in such inappropriate behaviours at school, school related events or in circumstances that negatively impact on the school climate may be subject to disciplinary measures including those outlined in the Education Act, the Board or school Code of Conduct and relevant legislation.

(e) Inappropriate Content - Users will not use the Board's system to access or distribute material that is profane or obscene (pornography), that advocates illegal



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

**POLICY NAME: ELECTRONIC COMMUNICATION
SYSTEM- ACCEPTABLE USE**

POLICY NO: A. 29

acts, or that advocates violence or discrimination towards other people (hate literature). Special exceptions may be made if the purpose of such access is to conduct legitimate research, learning and both the teacher and the parent have provided prior approval for access.

If Users inadvertently access inappropriate content as defined above, they should immediately disclose this incident to their teacher or immediate supervisor. This will protect Users against an allegation that they have intentionally violated this policy.

(f) Impersonation - Users will not impersonate or employ a false identity in any electronic communication.

(g) Inappropriate Language - Users will maintain a professional tone in all communications. Inappropriate language includes but is not limited to:

(i) Use of obscene, profane, lewd, vulgar, rude, inflammatory, threatening, bullying, harassing, racist or disrespectful language.

(ii) Posting information that, if acted upon, could cause damage to or disruption of resources and/or services.

(iii) Personal attacks, including prejudicial, discriminatory, libelous or slanderous attacks.

(iv) Restrictions against inappropriate language apply to public messages, private messages, and material posted on web sites.

(v) Users will not knowingly or recklessly post false or defamatory information meant to harm the reputation of a person or an organization.

(h) Unauthorized Equipment, Software and Media – Users will not connect unauthorized equipment, install unauthorized software or distribute media files (where it violates the use terms of applicable software licensing agreements or copyright laws) on the Board network and computer systems.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

**POLICY NAME: ELECTRONIC COMMUNICATION
SYSTEM- ACCEPTABLE USE**

POLICY NO: A. 29

(i) Commercial Use - Users may not use the Board's system for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use.

(j) Political Lobbying - Users may not use the Board's system for political lobbying unless pre-approved by the Director of Education. However, Board staff and students may use the system to analyze legislative measures and communicate personally with their elected representatives to express their personal opinions on political issues. Such views should not be disseminated to others.

(k) Use of Board E-mail Addresses and Distribution Lists - Board e-mail addresses and distribution lists are not permitted for use by external individuals, organizations or unions unless for Board pre-approved business or as pre-approved by the Director of Education.

4. Respect for Privacy

The use of information technology resources is monitored to help ensure the network and computing systems are available and that users are kept secure and in conformity with this policy in order to further health, safety and security for all users and resources. Users should have no expectation of privacy when using the Board's network or computer systems.

(a) Users should be aware that the board monitors the operation of the network and computer systems generally to alert ICT staff of any service outages or anomalies. This information is collected in system logs. The information collected in the ICT systems may be utilized or disclosed to trigger or augment the investigation for possible violation of law, Board policy or procedures or employment obligations. The Board will provide periodic reminders to staff regarding this on-going system administration process.

(b) Users will not alter the content of a message, without the permission of the original author who sent the message. Proper judgement should be exercised in deciding which messages are appropriate to forward to other recipients.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

**POLICY NAME: ELECTRONIC COMMUNICATION
SYSTEM- ACCEPTABLE USE**

POLICY NO: A. 29

(c) Users will not distribute or forward chain letters, jokes, and inappropriate materials or engage in spam e-mails.

(d) All Users have obligations and/or protection under the provisions of the Municipal Freedom of Information and Protection of Privacy Act. Users shall respect an individual's personal privacy and will not share personal information without the direct permission of the individual.

5. Plagiarism and Copyright Infringement

a) Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user. Users will not plagiarize works that they find on the Internet.

b) Copyright is the protection of creative works and authors' rights. Users will respect the rights of copyright owners, including software manufacturers and providers of digital media. If the users are unsure whether or not they can use a work, they should request permission from the copyright owner.

c) Content published on web sites must be original or written permission obtained for the use of such copyright material and its ownership fully acknowledged.

d) Visitors and Users to the TCDSB public web site may copy any information for their own personal use but may not otherwise publish or reproduce any such information in any manner, without the prior written consent of the TCDSB.

6. Web Sites

(a) The Board will provide resources and templates to host and create school, department and individual (my site) web sites.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

**POLICY NAME: ELECTRONIC COMMUNICATION
SYSTEM- ACCEPTABLE USE**

POLICY NO: A. 29

(b) All web site content created by web site publishers must be consistent with the mission, values and educational aims of the Board and must comply with all applicable legislation, Board guidelines, policies and procedures.

(c) All web site content created by web site publishers must adhere to defined web page standards, formats and templates consistent with the branding of the Board.

(d) The publishing of web sites must follow the approval workflow defined by the Board guidelines.

7. Bring Your Own Computer / Personal Electronic Devices (PEDs)

(a) Personal Electronic Devices (PEDs) including but not limited to cell phones, pagers, video/camera phones, still/video cameras, computers and recording devices must be securely stored and in silent mode by the User on any Board school property during regular school hours.

(b) Users may choose to bring their own personal electronic devices on Board premises which may be connected to the Board's Guest network for Internet access only.

(c) The ICT departments will not provide any support or troubleshooting of hardware, software or network connectivity issues on personal electronic devices.

(d) Unless legally licensed, Users will not install software licensed by the Board or the Ministry on personal electronic devices.

(e) Software licensed for home use by teachers and students by the Board or the Ministry is only permitted within the provisions of the licensing agreement granted.

(f) Users will ensure that personal electronic devices are protected (if applicable) with anti-virus malware protection software.



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SYSTEM- ACCEPTABLE USE**

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(g) If a personal electronic device is suspected to be interfering with the Board's network and systems, the User will be required to cease connecting and using the personal electronic device on the Board's premises.

(h) Any personal electronic device with image, video capture and recording capabilities are absolutely prohibited in areas where there is an expectation of privacy (e.g., washrooms, change rooms). The recording and taking of photographic images of a person or persons, on school property, at school events, and during school activities and/or hours, is prohibited without the permission of the person or persons being photographed or the principal or designate. The consent of the parent/guardian is required for a student with special needs.

(i) The electronic transmission or posting of recordings and photographic images of a person or persons on school property, at school events, and during school activities and/or hours, is prohibited without the permission of the person or persons being photographed or the principal or designate. The consent of the parent/guardian is required for a student with special needs.

(j) The use of personal electronic devices and images or recordings of activities that may negatively impact the school climate must not be captured, transmitted or posted under any circumstances.

(k) In the event of an emergency, lockdown, or evacuation the school or building administrator will provide instruction to the community pertaining to the acceptable use of personal electronic devices in the particular emergency conditions.

(l) All Users should be aware that in some instances transmission, recordings or images may be reviewed and relied on, even if obtained in a manner not wholly consistent with this policy.

8. Limited Personal Use



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(a) The limited personal use of computer technology whether Board provided or personally owned devices used on Board premises is permitted and is governed by these regulations.

(b) The limited personal use of computer technology must not interfere with Board business, student learning and with the user's duties and/or obligations.

(c) Subject to the above users may engage in respectful and responsible electronic communication that is in line with these regulations and in the best interests of the TCDSB.

(d) This privilege of limited personal use may be revoked or limited at any time when utilizing Board-provided technology.

9. Respect for Resource Limits

(a) Personal files and content not related to curriculum and Board responsibilities and duties should not be stored on Board computers, servers and information systems.

(b) Users will avoid downloading large amounts of material. Time and storage space are limited resources. If it becomes necessary to download a large file, users will do so at a time when the system is not being heavily used and immediately remove the file when no longer required.

10. System Security

(a) Users are responsible for the use of their individual account and should take reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their user account and password to another person.

(b) Users will immediately notify a teacher or the system administrator if they have identified a possible computer security problem. Users are not authorized to deal



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with computer security problems as this may be construed as an illegal attempt to gain access.

(c) Users will avoid the inadvertent spread of computer viruses by following the Board's virus protection procedures.

11. Disciplinary Consequences

(a) Users' violation of this policy will be fairly handled subject to any obligations contained within applicable Collective Agreements, Board and local school Code of Conduct, legislations (i.e., Teaching Profession Act, Ontario College of Teachers Act, Education Act, etc.) or Board policy and procedures.

(b) Disciplinary action will be tailored to meet specific concerns related to the violation and assist the user to conform to this policy and model appropriate behaviour on an electronic network and computing system. The disciplinary action may include but is not limited to deny, restrict, or suspend user access to the Board system resources. Other disciplinary action may also be appropriate.

(c) Some violations may be an offence under Canada's Criminal Code. Appropriate legal authorities will be contacted if there is any suspicion of illegal activities. The Board will cooperate fully with legal authorities in any investigation relating to illegal activities conducted through the Board's technology systems, which may include providing authorities with information gathered through collection, inspection, monitoring or investigation.

12. Indemnification of the Board

(a) Users agree, by virtue of access to the Board's computing and electronic communication system, to indemnify, defend and hold harmless the Board for any suits, claims, losses, expenses or damages, including but not limited to litigation costs and legal fees, arising from or related to the user's access to or use of Board electronic communication, network, computing systems, services and facilities.



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ADMINISTRATIVE PROCEDURES – STUDENTS

In addition to the administrative procedures for all users, the following section outlines additional administrative procedures applicable to all students enrolled in the TCDSB. All students must abide by the administrative procedures outlined in this section.

13. Personal Safety

(b) Students will promptly disclose to a school administrator or educator any electronic communication that is inappropriate or makes them feel uncomfortable.

14. Bring Your Own Computer / Personal Electronic Devices (PEDs)

(a) Students may use their own personal electronic device in the classroom for educational purposes and only when directed by the classroom teacher. At all other times student use of a personal electronic device in the classroom is not allowed. A student who uses a personal electronic device in the classroom without teacher direction is subject to regular classroom and school disciplinary procedures.

(b) Students may use their own personal electronic device outside of the classroom only in designated study areas where personal electronic devices are allowed according to school policy. A student whose use of a personal electronic device contravenes school policy is subject to regular school disciplinary procedures.

(c) Personal electronic devices are not allowed in examination rooms, unless instructed by a teacher.

(d) When such devices are being used inappropriately by Students, the Teacher will send the student to the school administrator who may confiscate, and securely store the device until the matter is appropriately addressed.

(e) The school administrator will determine any other situations where the use of a personal electronic device is restricted or prohibited based on such use



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compromising school security, personal safety, individual privacy, academic integrity and negatively impacting on the school environment.

15. Disciplinary Consequences

(a) In the event that a student has violated this policy, the student (and parent when applicable) will be provided with notice of such violation and will meet with the school administrator.

ADMINISTRATIVE PROCEDURES – EMPLOYEES

In addition to the administrative procedures for all users, the following section outlines administrative procedures applicable to all employees of the TCDSB. All employees must abide by the administrative procedures outlined in this section.

16. Personal Safety

(a) Any employee that is in receipt of an inappropriate, harassing, obscene or offensive electronic communication that makes them feel uncomfortable or is a risk to their personal safety is to bring the matter to the attention of their immediate supervisor and follow the protocol as outlined in the Respectful Workplace Policy.

17. Respect for Privacy

(a) Employees will have in their possession electronic copies of student data which is to be safeguarded per the Ontario Student Record Guidelines, Ontario Health Information Protection Act and Municipal Freedom of Information and Protection of Privacy Act. Any employee who suspects data of this nature has been lost or access to such data compromised must notify their immediate supervisor and further report this incident to the Board's Privacy Officer.

18. Bring Your Own Computer / Personal Electronic Devices (PEDs)



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(a) Users should not store any Board confidential information (including but not limited to data and personal information of students, employees, etc.) on personal electronic devices.

19. Limited Personal Use

(a) The limited personal use of computer technology should only occur during employees' non-work time (i.e. during breaks, lunches or outside of normal business hours) and not interfere or affect an employee's work performance.

20. System Security

(a) When employees perform work at home, do not allow others, including family and household members, to use your Board provided user account or computer.

21. Intellectual Property

(a) Subject to any written agreement between the teacher and Board, if a teacher voluntarily creates intellectual property that is wholly outside of their teaching duties not utilizing any Board resources whatsoever and is not utilized in any manners in the course of the teacher's employment the intellectual property belongs to the teacher.

APPENDIX – GLOSSARY OF TERMS

Internet refers to an electronic communication system connecting thousands of computers all over the world through which millions of individual subscribers can interact and share information.

Viruses and Malware are destructive computer programs that replicate or attach themselves to an existing program without authorization.



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Social Media is a form of electronic communication through which users create online communities to share information, ideas, personal messages, and other content.

Website is a collection of related web pages containing digital content (text, images, videos, etc) hosted on a web server accessible from the Internet or a private network.

Internet content filtering is technology commonly used by schools to prevent users from viewing inappropriate web sites or content.

Cyberbullying is the use of information and communication technologies by an individual or group that is intended to harm others.

Spam e-mail or shortened as Spam is the common term for unsolicited e-mail.

Personal Electronic Devices (PEDs) are technology devices including but not limited to cell phones, pagers, video/camera phones, still/video cameras, computers and other recording devices.

Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

Copyright is the protection of creative works and authors' rights.

Intellectual Property is property created using original thought such as art, inventions, creative writing, designs, et

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Date Approved:	Date of Next Review:	Dates of Amendments:
<p>Cross References:</p> <ol style="list-style-type: none">1. <i>Education Act</i>2. <i>Municipal Freedom of Information and Protection of Privacy Act</i>3. <i>Personal Health Information Protection Act</i>4. <i>Criminal Code of Canada</i>5. <i>Copyright Act</i>6. <i>Ontario College of Teachers Act</i>7. <i>Teaching Profession Act</i>8. Board Code of Conduct Policy (S.S.09)9. Harassment and Discrimination Policy (H.M.14)10. Municipal Freedom of Information and Protection of Privacy Policy (A.38)11. Records Management & Archives Policy (A.20)12. Guidelines for Trustees, Parents and Staff in Addressing School Related Concerns (A.33)13. Political Activities and Campaigning Policy (A.40)		
Appendix		

Purpose:

The purpose of this policy is to establish requirements for the safe and acceptable use of information technology to support educational and business objectives throughout the Toronto Catholic District School Board (“TCDSB” or “the Board”) community. The intent of this policy is to protect students, employees, trustees, parents, suppliers, vendors, agents, visitors and guests of the Board, to ensure

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adherence to all applicable laws and regulations, to protect the TCDSB and its reputation, and to maintain the integrity and quality of technology services.

Scope and Responsibility:

This policy applies to all individuals including students, employees, trustees, parents, suppliers, vendors, agents, visitors and guests of the Board while using any Board owned or managed information technology or related services of any kind either remotely or while on Board property, and all personally-owned electronic communication technology when used to access Board resources from any location. Examples of such technology include but are not limited to Board email, network, and devices. In addition, this policy applies to all use of external technology services such as applications, social media, online software, or other technology services used on behalf of the Board or in any capacity that may be reasonably perceived as acting on behalf of the Board. Examples of such technology include but are not limited to virtual learning environments such as G-Suite for Education, Brightspace, Zoom, and social media platforms.

The Director of Education is responsible for the implementation of this policy in alignment with the Multi-Year Strategic Plan, with the support of the Chief Information Officer and all supervisory personnel. All technology users share responsibility for compliance.

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Alignment with MYSP:

Living Our Catholic Values

Strengthening Public Confidence

Fostering Student Achievement and Well-Being

Providing Stewardship of Resources

Inspiring and Motivating Employees

Policy:

The provision and use of Board technology is to be a support for learners to develop relevant skills, to actively participate in the global community, and to gain a respect for the power of technology-enabled learning. It is to support staff in performing their daily operational activities and work responsibilities to meet the goals of the Multi-Year Strategic Plan. Information technology provides staff further opportunities for professional development and relationship-building in service to the school community and public.

The utilization of technology by all users must uphold an equitable culture of caring, inclusion, dialogue, and learning and should always strive to respect the dignity of the human person.

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Regulations:

1. Intended Use:

- 1.1. Board technology is provided for educational, research and administrative purposes. Technology should generally be used for these intended purposes.
- 1.2. Any activity that could impact the fair, safe, and productive intended use of Board technology negatively is prohibited.
- 1.3. The use of any Board technology implies a user has read the Acceptable Use Policy and unconditionally agrees to abide by all regulations.
- 1.4. Where possible, users will be provided a copy of this policy before being granted access to use any Board technology and this policy will be available on the Board's public website. Use of service is implied consent of the Acceptable Use Policy.
- 1.5. All employees will be given an opportunity to review and sign the Acceptable Use Policy as a condition of employment.
- 1.6. Personal use of Board technology should be limited and should not interfere with intended use; All personal use must abide by this policy.
- 1.7. Personal use of Board technology for commercial gain or personal business purposes is strictly prohibited.
- 1.8. When Board technology is used for personal use, it is provided "as is" and is without any guarantees of warranty, functionality, availability, or continuity.

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2. Board data:

- 2.1. Users must take all reasonable precautions to ensure that the Board data that they access and store is secure and safe. Users must notify the I.T. Service Desk, a school administrator, or department head immediately of any unauthorized access of sensitive data and/or personal information, or if any sensitive data and/or personal information is found to be unsecured.
- 2.2. Users with access to sensitive data and/or personal information are required to keep such data confidential and secure and may only use said data for official Board business.
- 2.3. Users with access to sensitive data and/or personal information are required to keep such data on Board owned devices, Board managed devices, Board managed systems, and/or Board managed online services.

3. Responsible Resource Usage

- 3.1. The Board's technology resources are shared and limited. Users should use technology resources responsibly and efficiently.

4. Personal Use

- 4.1. Users should have no expectation of privacy in anything they create, store, send or receive using Board technology for personal use.
- 4.2. Users must use discretion when storing or transmitting data for personal use with Board Technology. Such data may be accessed by the Board at any time,

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as necessary, in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

4.3. When using Board technology for personal use, the Board is not responsible for any data or security breach.

5. Legal compliance, ethical use, and adherence to Board policies and procedures:
 - 5.1. All users will abide by applicable privacy legislation, as well as Board privacy policies and procedures.
 - 5.2. Users are expected to comply with relevant policies, procedures, codes of conduct, guidelines, legislation, and collective agreements.
 - 5.3. Users will not engage in inappropriate behaviours including, but not limited to cyberbullying, personal attacks, threats, harassment, hate motivated, and discriminatory behaviours.
 - 5.4. No person may take pictures, video, or otherwise electronically record another person on TCDSB property, at TCDSB events or activities, or in any other forum associated with TCDSB and its schools, without express authorization from supervisory personnel, or the express consent of the individual and/or their parent or guardian when the individual is a minor. Permission will only be granted in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Where permission has been granted by supervisory personnel, affected individuals will be notified of the authorized collection. These provisions apply also to the electronic

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transmission of pictures, video, or other recorded information.

5.5.No user may use (or allow others to use) any of the Board’s technology to:

- a. violate any law or encourage others to violate any law
- b. impede, interfere, impair, or otherwise cause harm to the activities of others
- c. monitor or scan networked resources unless authorized
- d. intrude into the networks, systems, data files, or computers of others
- e. use, access, or disclose information about students, parents, co-workers, friends, or relatives unless authorized to do so.
- f. edit or delete one’s own student, employee, supplier, and/or guest records
- g. Install, use, or distribute software for which one does not have a license
- h. Access, modify, distribute, or reproduce copyrighted material without a license
- i. Monitor another person’s activities unless authorized
- j. create, view, collect, or share pornographic, offensive, or indecent images or content
- k. create or distribute malware or other disruptive/destructive constructs
- l. violate the intellectual property rights of another individual
- m. seek to learn or use another person’s credentials (username or password)
- n. impersonate a person (authority delegation facilitated by software is

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permitted)

- o. suggest the Board's endorsement of any political candidate or ballot initiative

5.6. Where necessary, as permitted by law, exceptions to this policy and its regulations may be granted on a case-by-case basis to be authorized by the Chief Information Officer.

6. Disciplinary Action and Enforcement

6.1. Violations of this policy will be dealt with through appropriate disciplinary action including and up to termination of employment, termination of contract, or expulsion. Disciplinary action will take into account relevant policies, procedures, codes of conduct, guidelines, legislation, and collective agreements.

6.2. Pending an investigation, the Board reserves the right to immediately suspend a user's access to any and all Board technology in order to protect Board property, data, networks, or other users.

6.3. Suppliers and guests who violate the Acceptable Use Policy may have their contracts terminated and/or be refused all future entry to Board properties

7. Users will be made aware of Board procedures and any other resources developed to support this policy.

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Definitions

Users include but are not limited to employees, students, trustees, Board committee members, parents, volunteers, guests, contractors, community service workers, and temporary staff.

Electronic communication includes but is not limited to Internet use, e-mail, social media, browsing, publishing or posting on web sites, downloading, accessing or storing files and use of personal electronic devices, and any third-party application or service used for educational and/or administrative use.

Technology includes all information and communication tools and applications.

Suppliers includes any individual, company or other entity that provides goods and/or services to the Board.

Intended use or Board Business use: Any activity which is reasonably connected to the duties of board members (trustee), employee, supplier, vendor, volunteer, or agent of the Board.

Personal Use: Any activity unrelated to the Board's business, instructional, academic, administrative, and/or research objectives.

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Personal Information: recorded information about an identifiable individual. This may include the individual's name, address, sex, age, education, medical or employment history and any other information about the individual.

Evaluation and Metrics:

The effectiveness of the policy will be determined by measuring the following:

1. Maintenance of an Acceptable Use Policy Working Group chaired by the Senior Manager of Privacy to regularly review policy effectiveness and to develop procedures and guidelines.
2. Ongoing consultation with union partners, educators, administrators and business leaders.
3. Feedback resulting from communication of procedures.

Policy A.29– CURRENT

Purpose (Administrative Procedures)

These administrative procedures are established to:

- Increase safety for students and staff
- Ensure alignment with TCDSB Mission, Vision and core values
- Enhance teaching and learning
- Enhance relationships and community
- Improve efficiency of technology systems
- Facilitate communications and the sharing of information with the local community, including parents, social service agencies, parishes, government agencies, and businesses
- Enhance employee skills, knowledge and exchange of information with their peers.

Scope and Responsibility (Definitions)

Users include but are not limited to employees, students, trustees, association staff, parents, volunteers, contractors, community service workers, and temporary staff.

Electronic communication includes but is not limited to Internet use, e-mail, social media, browsing, publishing or posting on web sites, downloading, accessing or storing files and use of personal electronic devices.

The use of an electronic communication system within the Board has an educational and professional purpose. The term educational and professional purpose includes

PROPOSED

Purpose:

The purpose of this policy is to establish requirements for the safe and acceptable use of information technology to support educational and business objectives throughout the Toronto Catholic District School Board (“TCDSB” or “the Board”) community. The intent of this policy is to protect students, employees, trustees, parents, suppliers, vendors, agents, visitors and guests of the Board, to ensure adherence to all applicable laws and regulations, to protect the TCDSB and its reputation, and to maintain the integrity and quality of technology services.

Scope and Responsibility:

This policy applies to all individuals including students, employees, trustees, parents, suppliers, vendors, agents, visitors and guests of the Board while using any Board owned or managed information technology or related services of any kind either remotely or while on Board property, and all personally-owned electronic communication technology when used to access Board resources from any location. Examples of such technology include but are not limited to Board email, network, and devices. In addition, this policy applies to all use of external technology services such as

classroom activities and limited high quality, self-discovery activities. It also encompasses professional and career development and administrative services that support education.

applications, social media, online software, or other technology services used on behalf of the Board or in any capacity that may be reasonably perceived as acting on behalf of the Board. Examples of such technology include but are not limited to virtual learning environments such as G-Suite for Education, Brightspace, Zoom, and social media platforms.

The Director of Education is responsible for the implementation of this policy in alignment with the Multi-Year Strategic Plan, with the support of the Chief Information Officer and all supervisory personnel. All technology users share responsibility for compliance.

Alignment with MYSP:

Living Our Catholic Values

Strengthening Public Confidence

Fostering Student Achievement and Well-Being

Providing Stewardship of Resources

Inspiring and Motivating Employees

Policy/Policy Statement:

This Acceptable Use Policy was last updated as of March 2012 through a consultative process between the Toronto Catholic District School Board and its stakeholders (Associations, Board, Students, Parents and Schools)

Within the context of the Multi-Year Strategic Plan and our Christ-focused mission and vision, the Board's electronic communication system is to support learning communities that will transform the world through witness, faith, innovation and action.

It is important to prepare students for success in life and work in the 21st century by providing them with electronic access to a wide range of information, as well as opportunities to develop relevant skills and to actively participate in the global community. The Board recognizes the impact of information technology on society. We have a responsibility to ensure that all learners develop a respect for the power of information technology and that technology is used ethically to promote values consistent with Catholic teachings and the Catholic Graduate Expectations.

The use of information technology is a support for staff to perform their daily operational activities and work responsibilities in meeting the goals of the Multi-Year Strategic Plan. Information technology provides staff further opportunities for professional development and

Policy:

The provision and use of Board technology is to be a support for learners to develop relevant skills, to actively participate in the global community, and to gain a respect for the power of technology-enabled learning. It is to support staff in performing their daily operational activities and work responsibilities to meet the goals of the Multi-Year Strategic Plan. Information technology provides staff further opportunities for professional development and relationship-building in service to the school community and public.

The utilization of technology by all users must uphold an equitable culture of caring, inclusion, dialogue, and learning and should always strive to respect the dignity of the human person.

relationship building in service to the school community and public.

Regulations:

1. Responsibilities

- (a) The Board provides users with access to the Board's electronic communication system.
- (b) The use of the Board's electronic communication systems is a privilege, not a right, and as such can be restricted or, if appropriate, removed altogether.
- (c) Users are expected to use the Board's electronic communication systems in an ethical, lawful and appropriate manner as governed by applicable legislation, Board policies and procedures.
- (d) The Board recognizes that parents share responsibility for transmitting Catholic values to their children and providing guidance in the appropriate use of the technology.
- (e) Through this policy the Board will notify users about the Board's electronic communication systems and the expectations governing its use.
- (f) The Board will expect educators to model and teach students proper standards of use, guide students on the appropriate use of technological resources and ensure that students understand the consequences of abusing their user privileges.

Regulations:

1. Intended Use:

- 1.1. Board technology is provided for educational, research and administrative purposes. Technology should generally be used for these intended purposes.
- 1.2. Any activity that could impact the fair, safe, and productive intended use of Board technology negatively is prohibited.
- 1.3. The use of any Board technology implies a user has read the Acceptable Use Policy and unconditionally agrees to abide by all regulations.
- 1.4. Where possible, users will be provided a copy of this policy before being granted access to use any Board technology and this policy will be available on the Board's public website. Use of service is implied consent of the Acceptable Use Policy.
- 1.5. All employees will be given an opportunity to review and sign the Acceptable Use Policy as a condition of employment.
- 1.6. Personal use of Board technology should be limited and should not interfere with intended use; All personal use must abide by this policy.

(g) The Board will provide opportunities for professional learning to Board employees on the appropriate use of technological resources.

(h) All students will sign a "Student Access Agreement" in which they will commit to abide by this policy prior to receiving an individual user account and gaining access to the network resources and the Internet. If the student is less than 18 years of age, a parent or guardian must also sign the agreement.

(i) The Board will provide students and parents with guidelines for student safety and appropriate, ethical use of technology and the Internet.

(j) All new employees and users affiliated with the Board must sign a "User Access Agreement" to abide by this policy prior to receiving a user account and gaining access to the network resources and the Internet.

(k) For employees and existing users, continued use of the Board's electronic communication system will be interpreted by the Board that the User has agreed to comply with the applicable Board policies and procedures.

(l) The school Code of Conduct must be consistent with and abide by the regulations within this policy.

(m) This policy contains restrictions on accessing, storing and disseminating inappropriate material. There is a wide range of material available on the Internet, some of which

1.7. Personal use of Board technology for commercial gain or personal business purposes is strictly prohibited.

1.8. When Board technology is used for personal use, it is provided "as is" and is without any guarantees of warranty, functionality, availability, or continuity.

may not be consistent with governing laws nor with the values and code of ethics advocated by the Board.

(n) The Board will make every effort and has taken reasonable precautions to avoid the misuse of Internet and electronic communication services. However, the possibility exists that users may receive or access content that is not in line with this policy. The Board's Internet content filtering system is considered a support to staff and not a replacement for properly supervising student access to the Internet.

12. Indemnification of the Board

(a) Users agree, by virtue of access to the Board's computing and electronic communication system, to indemnify, defend and hold harmless the Board for any suits, claims, losses, expenses or damages, including but not limited to litigation costs and legal fees, arising from or related to the user's access to or use of Board electronic communication, network, computing systems, services and facilities.

10. System Security

(a) Users are responsible for the use of their individual account and should take reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their user account and password to another person.

2. Board data:

2.1. Users must take all reasonable precautions to ensure that the Board data that they access and store is secure and safe. Users must notify the I.T. Service Desk, a school administrator, or

(b) Users will immediately notify a teacher or the system administrator if they have identified a possible computer security problem. Users are not authorized to deal with computer security problems as this may be construed as an illegal attempt to gain access.

(c) Users will avoid the inadvertent spread of computer viruses by following the Board's virus protection procedures.

17. Respect for Privacy

(a) Employees will have in their possession electronic copies of student data which is to be safeguarded per the Ontario Student Record Guidelines, Ontario Health Information Protection Act and Municipal Freedom of Information and Protection of Privacy Act. Any employee who suspects data of this nature has been lost or access to such data compromised must notify their immediate supervisor and further report this incident to the Board's Privacy Officer.

department head immediately of any unauthorized access of sensitive data and/or personal information, or if any sensitive data and/or personal information is found to be unsecured.

2.2. Users with access to sensitive data and/or personal information are required to keep such data confidential and secure and may only use said data for official Board business.

2.3. Users with access to sensitive data and/or personal information are required to keep such data on Board owned devices, Board managed devices, Board managed systems, and/or Board managed online services.

9. Respect for Resource Limits

(a) Personal files and content not related to curriculum and Board responsibilities and duties should not be stored on Board computers, servers and information systems.

(b) Users will avoid downloading large amounts of material. Time and storage space are limited resources. If it becomes necessary to download a large file, users will do so at a time when the system is not being heavily used and immediately remove the file when no longer required.

8. Limited Personal Use

(a) The limited personal use of computer technology whether Board provided or personally owned devices used on Board premises is permitted and is governed by these regulations.

(b) The limited personal use of computer technology must not interfere with Board business, student learning and with the user's duties and/or obligations.

(c) Subject to the above users may engage in respectful and responsible electronic communication that is in line with these regulations and in the best interests of the TCDSB.

3. Responsible Resource Usage

3.1. The Board's technology resources are shared and limited. Users should use technology resources responsibly and efficiently.

4. Personal Use

4.1. Users should have no expectation of privacy in anything they create, store, send or receive using Board technology for personal use.

4.2. Users must use discretion when storing or transmitting data for personal use with Board Technology. Such data may be accessed by the Board at any time, as necessary, in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

4.3. When using Board technology for personal use, the Board is not responsible for any data or security breach.

(d) This privilege of limited personal use may be revoked or limited at any time when utilizing Board-provided technology.

2. Personal Safety

(a) Users should protect their personal information and follow the available guidelines and resources published by the Information and Privacy Commissioner (IPC) of Ontario.

19. Limited Personal Use

(a) The limited personal use of computer technology should only occur during employees' non-work time (i.e. during breaks, lunches or outside of normal business hours) and not interfere or affect an employee's work performance.

20. System Security

(a) When employees perform work at home, do not allow others, including family and household members, to use your Board provided user account or computer.

3. Unacceptable Activities

(a) Unauthorized Access - Users will not attempt to gain unauthorized access to the Board's system or to any other computer system through the Board's network or go beyond their authorized access. This includes attempting to

5. Legal compliance, ethical use, and adherence to Board policies and procedures:

5.1. All users will abide by applicable privacy legislation, as well

log on through another person's user account or accessing another person's files.

(b) Malicious Access - Users will not make deliberate attempts to disrupt the performance of the computer system or destroy data by spreading computer viruses or any other malicious means. These actions may be illegal and will be dealt with as such.

(c) Illegal Activities - Users will not use the Board's system to engage in any illegal act, such as arranging for the sale or purchase of restricted substances such as alcohol and drugs, engaging in criminal activity or threatening the safety of a person.

(d) Cyberbullying / Threats / Harassment - Users will not use the Board's system to engage in inappropriate behaviours including, but not limited to, cyberbullying, personal attacks, threats, harassment, hate motivated and discriminatory behaviours. Users who use the Board's technology or use personal electronic devices to engage in such inappropriate behaviours at school, school related events or in circumstances that negatively impact on the school climate may be subject to disciplinary measures including those outlined in the Education Act, the Board or school Code of Conduct and relevant legislation.

(e) Inappropriate Content - Users will not use the Board's system to access or distribute material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). Special exceptions may be made if the purpose of such access is to conduct legitimate research,

as Board privacy policies and procedures.

5.2. Users are expected to comply with relevant policies, procedures, codes of conduct, guidelines, legislation, and collective agreements.

5.3. Users will not engage in inappropriate behaviours including, but not limited to cyberbullying, personal attacks, threats, harassment, hate motivated, and discriminatory behaviours.

5.4. No person may take pictures, video, or otherwise electronically record another person on TCDSB property, at TCDSB events or activities, or in any other forum associated with TCDSB and its schools, without express authorization from supervisory personnel, or the express consent of the individual and/or their parent or guardian when the individual is a minor. Permission will only be granted in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Where permission has been granted by supervisory personnel, affected individuals will be notified of the authorized collection. These provisions apply also to the electronic transmission of pictures, video, or other recorded information.

5.5. No user may use (or allow others to use) any of the Board's technology to:

- a. violate any law or encourage others to violate any law
- b. impede, interfere, impair, or otherwise cause harm to

learning and both the teacher and the parent have provided prior approval for access.

If Users inadvertently access inappropriate content as defined above, they should immediately disclose this incident to their teacher or immediate supervisor. This will protect Users against an allegation that they have intentionally violated this policy.

(f) Impersonation - Users will not impersonate or employ a false identity in any electronic communication.

(g) Inappropriate Language - Users will maintain a professional tone in all communications. Inappropriate language includes but is not limited to:

(i) Use of obscene, profane, lewd, vulgar, rude, inflammatory, threatening, bullying, harassing, racist or disrespectful language.

(ii) Posting information that, if acted upon, could cause damage to or disruption of resources and/or services.

(iii) Personal attacks, including prejudicial, discriminatory, libelous or slanderous attacks.

(iv) Restrictions against inappropriate language apply to public messages, private messages, and material posted on web sites.

(v) Users will not knowingly or recklessly post false or defamatory information meant to harm the reputation of a person or an organization.

(h) Unauthorized Equipment, Software and Media – Users will not connect unauthorized equipment, install unauthorized software or distribute media files (where it

the activities of others

- c. monitor or scan networked resources unless authorized
- d. intrude into the networks, systems, data files, or computers of others
- e. use, access, or disclose information about students, parents, co-workers, friends, or relatives unless authorized to do so.
- f. edit or delete one's own student, employee, supplier, and/or guest records
- g. Install, use, or distribute software for which one does not have a license
- h. Access, modify, distribute, or reproduce copyrighted material without a license
- i. Monitor another person's activities unless authorized
- j. create, view, collect, or share pornographic, offensive, or indecent images or content
- k. create or distribute malware or other disruptive/destructive constructs
- l. violate the intellectual property rights of another individual, TCDSB, or other corporate entity.
- m. seek to learn or use another person's credentials (username or password)
- n. impersonate a person (authority delegation facilitated by software is permitted)

violates the use terms of applicable software licensing agreements or copyright laws) on the Board network and computer systems.

(i) Commercial Use - Users may not use the Board's system for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use.

(j) Political Lobbying - Users may not use the Board's system for political lobbying unless pre-approved by the Director of Education. However, Board staff and students may use the system to analyze legislative measures and communicate personally with their elected representatives to express their personal opinions on political issues. Such views should not be disseminated to others.

(k) Use of Board E-mail Addresses and Distribution Lists - Board e-mail addresses and distribution lists are not permitted for use by external individuals, organizations or unions unless for Board pre-approved business or as pre-approved by the Director of Education.

4. Respect for Privacy

The use of information technology resources is monitored to help ensure the network and computing systems are available and that users are kept secure and in conformity with this policy in order to further health, safety and security for all users and resources. Users should have no expectation of privacy when using the Board's network or computer systems.

o. suggest the Board's endorsement of any political candidate or ballot initiative

5.6 Where necessary, as permitted by law, exceptions to this policy and its regulations may be granted on a case-by-case basis to be authorized by the Chief Information Officer.

(a) Users should be aware that the board monitors the operation of the network and computer systems generally to alert ICT staff of any service outages or anomalies. This information is collected in system logs. The information collected in the ICT systems may be utilized or disclosed to trigger or augment the investigation for possible violation of law, Board policy or procedures or employment obligations. The Board will provide periodic reminders to staff regarding this on-going system administration process.

(b) Users will not alter the content of a message, without the permission of the original author who sent the message. Proper judgement should be exercised in deciding which messages are appropriate to forward to other recipients.

(c) Users will not distribute or forward chain letters, jokes, and inappropriate materials or engage in spam e-mails.

(d) All Users have obligations and/or protection under the provisions of the Municipal Freedom of Information and Protection of Privacy Act. Users shall respect an individual's personal privacy and will not share personal information without the direct permission of the individual.

5. Plagiarism and Copyright Infringement

a) Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user. Users will not plagiarize works that they find on the Internet.

b) Copyright is the protection of creative works and authors' rights. Users will respect the rights of copyright owners, including software manufacturers and providers of digital media. If the users are unsure whether or not they can use a work, they should request permission from the copyright owner.

c) Content published on web sites must be original or written permission obtained for the use of such copyright material and its ownership fully acknowledged.

d) Visitors and Users to the TCDSB public web site may copy any information for their own personal use but may not otherwise publish or reproduce any such information in any manner, without the prior written consent of the TCDSB.

6. Web Sites

(a) The Board will provide resources and templates to host and create school, department and individual (my site) web sites.

(b) All web site content created by web site publishers must be consistent with the mission, values and educational aims of the Board and must comply with all applicable legislation, Board guidelines, policies and procedures.

(c) All web site content created by web site publishers must adhere to defined web page standards, formats and templates consistent with the branding of the Board.

(d) The publishing of web sites must follow the approval workflow defined by the Board guidelines.

7. Bring Your Own Computer / Personal Electronic Devices (PEDs)

(a) Personal Electronic Devices (PEDs) including but not limited to cell phones, pagers, video/camera phones, still/video cameras, computers and recording devices must be securely stored and in silent mode by the User on any Board school property during regular school hours.

(b) Users may choose to bring their own personal electronic devices on Board premises which may be connected to the Board's Guest network for Internet access only.

(c) The ICT departments will not provide any support or troubleshooting of hardware, software or network connectivity issues on personal electronic devices.

(d) Unless legally licensed, Users will not install software licensed by the Board or the Ministry on personal electronic devices.

(e) Software licensed for home use by teachers and students by the Board or the Ministry is only permitted within the provisions of the licensing agreement granted.

(f) Users will ensure that personal electronic devices are protected (if applicable) with anti-virus malware protection software.

(g) If a personal electronic device is suspected to be interfering with the Board's network and systems, the User will be required to cease connecting and using the personal electronic device on the Board's premises.

(h) Any personal electronic device with image, video capture and recording capabilities are absolutely prohibited in areas where there is an expectation of privacy (e.g., washrooms, change rooms). The recording and taking of photographic images of a person or persons, on school property, at school events, and during school activities and/or hours, is prohibited without the permission of the person or persons being photographed or the principal or designate. The consent of the parent/guardian is required for a student with special needs.

(i) The electronic transmission or posting of recordings and photographic images of a person or persons on school property, at school events, and during school activities and/or hours, is prohibited without the permission of the person or persons being photographed or the principal or designate. The consent of the parent/guardian is required for a student with special needs.

(j) The use of personal electronic devices and images or recordings of activities that may negatively impact the school climate must not be captured, transmitted or posted under any circumstances.

(k) In the event of an emergency, lockdown, or evacuation the school or building administrator will provide instruction to the community pertaining to the acceptable

use of personal electronic devices in the particular emergency conditions.

(l) All Users should be aware that in some instances transmission, recordings or images may be reviewed and relied on, even if obtained in a manner not wholly consistent with this policy.

ADMINISTRATIVE PROCEDURES – STUDENTS

In addition to the administrative procedures for all users, the following section outlines additional administrative procedures applicable to all students enrolled in the TCDSB. All students must abide by the administrative procedures outlined in this section.

13. Personal Safety

(b) Students will promptly disclose to a school administrator or educator any electronic communication that is inappropriate or makes them feel uncomfortable.

14. Bring Your Own Computer / Personal Electronic Devices (PEDs)

(a) Students may use their own personal electronic device in the classroom for educational purposes and only when directed by the classroom teacher. At all other times student use of a personal electronic device in the classroom is not allowed. A student who uses a personal electronic device in the classroom without teacher direction is subject to regular classroom and school disciplinary procedures.

(b) Students may use their own personal electronic device outside of the classroom only in designated study areas where personal electronic devices are allowed according to school policy. A student whose use of a personal electronic device contravenes school policy is subject to regular school disciplinary procedures.

(c) Personal electronic devices are not allowed in examination rooms, unless instructed by a teacher.

(d) When such devices are being used inappropriately by Students, the Teacher will send the student to the school administrator who may confiscate, and securely store the device until the matter is appropriately addressed.

(e) The school administrator will determine any other situations where the use of a personal electronic device is restricted or prohibited based on such use compromising school security, personal safety, individual privacy, academic integrity and negatively impacting on the school environment.

ADMINISTRATIVE PROCEDURES – EMPLOYEES

In addition to the administrative procedures for all users, the following section outlines administrative procedures applicable to all employees of the TCDSB. All employees must abide by the administrative procedures outlined in this section.

16. Personal Safety

- (a) Any employee that is in receipt of an inappropriate, harassing, obscene or offensive electronic communication that makes them feel uncomfortable or is a risk to their personal safety is to bring the matter to the attention of their immediate supervisor and follow the protocol as outlined in the Respectful Workplace Policy.

18. Bring Your Own Computer / Personal Electronic Devices (PEDs)

- (a) Users should not store any Board confidential information (including but not limited to data and personal information of students, employees, etc.) on personal electronic devices.

21. Intellectual Property

- (a) Subject to any written agreement between the teacher and Board, if a teacher voluntarily creates intellectual property that is wholly outside of their teaching duties not utilizing any Board resources whatsoever and is not utilized in any manners in the course of the teacher's employment the intellectual property belongs to the teacher.

11. Disciplinary Consequences

(a) Users' violation of this policy will be fairly handled subject to any obligations contained within applicable Collective Agreements, Board and local school Code of Conduct, legislations (i.e., Teaching Profession Act, Ontario College of Teachers Act, Education Act, etc.) or Board policy and procedures.

(b) Disciplinary action will be tailored to meet specific concerns related to the violation and assist the user to conform to this policy and model appropriate behaviour on an electronic network and computing system. The disciplinary action may include but is not limited to deny, restrict, or suspend user access to the Board system resources. Other disciplinary action may also be appropriate.

(c) Some violations may be an offence under Canada's Criminal Code. Appropriate legal authorities will be contacted if there is any suspicion of illegal activities. The Board will cooperate fully with legal authorities in any investigation relating to illegal activities conducted through the Board's technology systems, which may include providing authorities with information gathered through collection, inspection, monitoring or investigation.

15. Disciplinary Consequences

(a) In the event that a student has violated this policy, the student (and parent when applicable) will be provided with notice of such violation and will meet with the school administrator.

6. Disciplinary Action and Enforcement

6.1. Violations of this policy will be dealt with through appropriate disciplinary action including and up to termination of employment, termination of contract, or expulsion. Disciplinary action will take into account relevant policies, procedures, codes of conduct, guidelines, legislation, and collective agreements.

6.2. Pending an investigation, the Board reserves the right to immediately suspend a user's access to any and all Board technology in order to protect Board property, data, networks, or other users.

6.3. Suppliers and guests who violate the Acceptable Use Policy may have their contracts terminated and/or be refused all future entry to Board properties.

7. Users will be made aware of Board procedures and any other resources developed to support this policy.

Definitions

Users include but are not limited to employees, students, trustees, Board committee members, parents, volunteers, guests, contractors, community service workers, and temporary staff.

Electronic communication includes but is not limited to Internet use, e-mail, social media, browsing, publishing or posting on web sites, downloading, accessing or storing files and use of personal electronic devices, and any third-party application or service used for educational and/or administrative use.

Technology includes all information and communication tools and applications.

Suppliers includes any individual, company or other entity that provides goods and/or services to the Board.

Glossary of Terms

Internet refers to an electronic communication system connecting thousands of computers all over the world through which millions of individual subscribers can interact and share information.

Viruses and Malware are destructive computer programs that replicate or attach themselves to an existing program without authorization.

Social Media is a form of electronic communication through which users create online communities to share information, ideas, personal messages, and other content.

Website is a collection of related web pages containing digital content (text, images, videos, etc) hosted on a web server accessible from the Internet or a private network.

Internet content filtering is technology commonly used by schools to prevent users from viewing inappropriate web sites or content.

Cyberbullying is the use of information and communication technologies by an individual or group that is intended to harm others.

Spam e-mail or shortened as Spam is the common term for unsolicited e-mail.

Personal Electronic Devices (PEDs) are technology devices including but not limited to cell phones, pagers, video/camera phones, still/video cameras, computers and other recording devices.

Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

Copyright is the protection of creative works and authors' rights.

Intellectual Property is property created using original thought such as art, inventions, creative writing, designs, etc.

Intended use or Board Business use: Any activity which is reasonability connected to the duties of board members (trustee), employee, supplier, vendor, volunteer, or agent of the Board.

Personal Use: Any activity unrelated to the Board's business, instructional, academic, administrative, and/or research objectives.

Personal Information: recorded information about an identifiable individual. This may include the individual's name, address, sex, age, education, medical or employment history and any other information about the individual.

Evaluation and Metrics:

The effectiveness of the policy will be determined by measuring the following:

1. Maintenance of an Acceptable Use Policy Working Group chaired by the Senior Manager of Privacy to regularly review policy effectiveness and to develop procedures and guidelines.
2. Ongoing consultation with union partners, educators, administrators and business leaders.
3. Feedback resulting from communication of procedures.



Updates to the Acceptable Use Policy for Technology

GAP – October 6, 2020

History of the AUP

- Created in 2000
- Focused on email not all technology
- Added language based on the "hot topic"
- Last significant update in 2012



Why major change?



- Policy has not kept up with technology
- Many piecemeal changes
 - Website
 - Staff vs Student
 - PED
- Repeating regulations
- Missing reference to modern terms
- Poor title
- No alignment with best practices

Best Practices for AUPs

- Collaborative development to help with compliance
- Easy to read - Not too long or detailed
- Clear regulations/expectations
- Applicable to all people and technology
- Use guidelines and standards to meeting specific needs



Development and Research

- Started in 2017
- Co-development with TEC/TSU
- Internal Legal Review
- Education Council
- Technology Council
- Privacy review
- Communications input
- Joint Technology Committee (JTC)
- OPACE
- CPIC
- Gartner (IT research specialists)
- Review other boards policies
- Higher Ed polices



Questions and Answers



REPORT TO

GOVERNANCE AND POLICY
COMMITTEE

META POLICY M.01

Please use the "New Revised Standard Version Catholic Edition" from <https://www.biblegateway.com/> for Bible quotes.

Created, Draft

October 5, 2020

First Tabling

2020-10-06

Review

Click here to enter a date.

Click here to enter name and position of Lead Author.

RECOMMENDATION REPORT

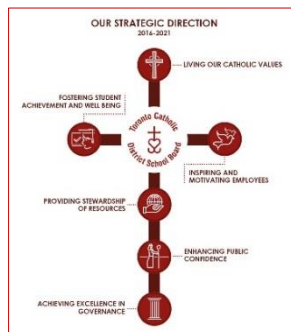
Vision:

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Mission:

The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.

We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.



Brendan Browne, PhD
Director of Education

D. Koenig
Associate Director
of Academic Affairs

L. Noronha
Associate Director of Facilities,
Business and Community
Development, and
Chief Financial Officer

A. EXECUTIVE SUMMARY

This report recommends updating the current Meta Policy M.01 to conform to current practice and policies.

The cumulative staff time required to prepare this report was 3 hours.

B. PURPOSE

This Recommendation Report is on the Order Paper of the Governance and Policy Committee as it recommends policy revision

C. BACKGROUND

1. The Policy on Policy was first approved in February 1983 and revised in February 2020 and has not been amended since.

D. EVIDENCE/RESEARCH/ANALYSIS

This policy has been amended in consultation with staff from Legal Services.

E. METRICS AND ACCOUNTABILITY

1. Recommendations in this report will be monitored by policy development staff
2. Further reports will be brought to Board in accordance with the policy review schedule.

F. IMPLEMENTATION

The updated policy as approved will be posted on the TCDSB policy register.

G. STAFF RECOMMENDATION

Staff recommends that the revised META POLICY M.01.00 provided in Report Appendix A be adopted.



POLICY SECTION: META POLICY

Appendix A

SUB-SECTION:

POLICY NAME: Meta Policy

POLICY NO: M.01

Date Approved: February 17, 1983	Date of Next Review: February 2020 January 2023	Dates of Amendments: February 24, 2016- Board March 20, 2012-Board January 26, 2012- Board
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Cross References:

Purpose:

The purpose of this ~~p~~**P**olicy is to guide the development, review, revision and implementation of all policies, guidelines and procedures of the Toronto Catholic District School Board.

Scope and Responsibility:

This ~~p~~**P**olicy applies to all policies, guidelines and procedures of the Toronto Catholic District School Board. The Board of Trustees is responsible for development of policy and the Director of Education is responsible for the implementation of policy.

Alignment with MYSP Multi Year Strategic Plan:

Living Our Catholic Values

~~Strengthening~~ **Enhancing** Public Confidence

Fostering Student Achievement and Well-Being

Achieving Excellence in Governance

Providing Stewardship of Resources

Inspiring and Motivating Employees



POLICY SECTION: META POLICY

Appendix A

SUB-SECTION:

POLICY NAME: Meta Policy

POLICY NO: M.01

POLICY NO: M.01

Policy:

The Toronto Catholic District School Board shall adopt a process of policy development, implementation, reporting and review which will provide for thoroughness and consistency in approach, formulation and format.

Resultant policies **will**:

1. reflect the aims of the Toronto Catholic District School Board;
2. **reflect and promote Catholic values**
3. **align with the Multi-Year Strategic Plan**
4. ~~are clear with regard to purpose and specific objectives;~~
5. **be** ~~are~~ broad enough to admit discretionary action in meeting day-to-day situations yet be specific enough to provide clear guidance, ~~and~~
6. include provision for **monitoring, the purpose of the policy, scope and responsibility, alignment with the Multi-Year Strategic Plan, policy statement, regulations, definitions, and evaluation and metrics, review, reporting and communication.**
7. **be legally compliant; and**
8. **be complaint with the principles of equity**

Regulations:

1. Identification of policy issues / Potential New Policy

Policy issues may be initiated or identified by the following:

- a) Ontario Ministry of Education,
- b) trustees,



POLICY SECTION: META POLICY

SUB-SECTION:

POLICY NAME: Meta Policy

POLICY NO: M.01

- c) Toronto Catholic District School Board students,
- d) Toronto Catholic District School Board supporters,
- e) Toronto Catholic District School Board employees,
- f) municipal authorities,
- g) organizations and associations,
- h) **legislative changes,**
- i) Catholic institutions, or
- j) as a result of regular risk and opportunity environmental scans completed by staff

by submitting policy concerns to the office of the Director of Education and Secretary or the Board of Trustees directly.

POLICY NO: ~~_____~~ **M.01**

The Director of Education shall submit a ~~Report~~ for those policy issues brought to the attention of the Director to the appropriate Board committee(s) with the rationale and recommendation(s) concerning the plan to develop a policy in the area of concern.

The Director **shall will** ensure that the initiator of the issue and the Board are informed of the process **as appropriate. used, status of policy request, rationale, timelines, and outline of possible future action within thirty days of receipt, where practicable.**

2. Policy Development Process

Upon the approval of the Board to develop a new policy, the Director shall formulate a policy recommendation report for Board approval.

The following are suggested report elements for consideration:



POLICY SECTION: META POLICY

SUB-SECTION:

POLICY NAME: Meta Policy

POLICY NO: M.01

- 1) scope
- 2) rationale for policy development
- 3) research and feasibility studies, including practices and policies in other jurisdictions.
- 4) critical impacts (e.g. other policies impacted, operational, cost, legal,)
- 5) policy precedents
- 6) policy alternatives
- 7) recommended Policy
- 8) recommended engagement and communication
- 9) Reference to which Multi Year Strategic Plan or other goals are being supported
- 10) plan for implementation
- 11) policy owner
- 12) timelines for implementation completion

POLICY NO: M.01

The recommended draft policy and associated regulations shall:

- 1) reflect Board aims,
- 2) outline policy objectives,
- 3) **outline any allowable discretionary action,**
- 4) outline policy evaluation procedures and metrics to be reported on to determine level of effectiveness, and
- 5) outline ongoing policy review and Board reporting timelines.

3. Policy Refinement and Approval

The appropriate Board committee(s) may provide input regarding the draft policy.



POLICY SECTION: META POLICY

SUB-SECTION:

POLICY NAME: Meta Policy

POLICY NO: M.01

The appropriate Board committee(s) shall submit the policy, with or without modification, with a recommendation for Board approval or rescinding.

If adopted by the Board of Trustees, with or without modification, the policy shall be the official policy of the Toronto Catholic District School Board.

4. Implementation of Approved Policy

Subsequent to Board approval, the Director shall:

- a) code the policy and distribute it for inclusion in all copies of the Policy Register in circulation;
- b) notify all constituent groups of the policy (as indicated in communication standards);
- c) deal with the specifics of implementation at the suitable organizational level(s), including making sure that there is organizational capacity and capability
- d) confirm who is responsible for implementation, and related timelines.

~~POLICY NO:~~ M.01

- e) confirm the proposed metrics to be reported to the Board of Trustees in order to demonstrate that the policy is being implemented, and its level of effectiveness in advancing the Multi Year Strategic Plan and/or other priority goals identified in the policy objective(s), for subsequent approval by the Board.

5. Ongoing Policy Review and Reporting

- a) Minimum review timelines for each policy are to be identified (and included in the policy document itself), and staff are to ensure that policies are brought forward for review by the relevant Committee in a timely fashion. **The Board will aim to review At least 10 percent of Board policies should be reviewed annually.**



POLICY SECTION: META POLICY

Appendix A

SUB-SECTION:

POLICY NAME: Meta Policy

POLICY NO: M.01

b) The review of a policy should generally occur every five years (or less if needed) to reflect legislative and organizational changes

- c) The date of the last Committee review is to be captured in the policy.
- d) The date of the last staff Report to Board on policy implementation and effectiveness metrics is to be captured in the policy. A link to the Report will be provided on the TCDSB website. Metrics for measuring the effectiveness of each policy should be reported on at least annually if no other timeline is indicated.
- e) Each policy is to be linked to a Multi Year Strategic Plan or other priority goal in order to support the prioritization of policy reviews, as needed.
- f) Each reviewed policy shall be submitted to the appropriate Board committee(s), in approved format and suitably rewritten or revised, if required, for its consideration.

~~POLICY NO: _____~~ M.01

- f) The appropriate Board committee(s) shall submit the policy, with or without modification, with a recommendation for Board approval or rescinding.
- g) The approved policy shall be implemented in accordance with regulation 4 of this policy.



POLICY SECTION: META POLICY

Appendix A

SUB-SECTION:

POLICY NAME: Meta Policy

POLICY NO: M.01

POLICY NO: M.01

Definitions:

Cross References

Includes any direct linkages to statutory and regulatory legislation and by-laws of the Federal, Provincial, and Municipal Governments and their associated bodies; **Ministry of Education documents;** and **as well as** any related Board policies and procedures.

Definitions

Specific meanings for any terms within the policy that require further explanation or represent professional terms which would not normally be used by stakeholders.

Global Definitions

'May' is used as an enabling term to describe a discretionary action.

'Should' is used to describe a recommendation that is encouraged, but not mandated.

'Must/Will/Shall' is used to describe a requirement, a mandatory action.

Meta Policy

The overarching and foundational framework that shall govern the development of all Board policies, guidelines and procedures.

Policy

A position approved and adopted by the Board that provides the framework for the development of a course of action.



POLICY SECTION: META POLICY

Appendix A

SUB-SECTION:

POLICY NAME: Meta Policy

POLICY NO: M.01

Policy Guideline

A general recommended action, **approved and adopted by the Board, that will be taken in a given situation. or a** framework for the development of operational policy procedures, if required.

_____ POLICY NO: _____ M.01

Policy Purpose

Explains the reason for the existence of the policy.

Policy Regulations

A specific or prescribed course of action, emanating from Board policy, that must be taken by staff in a given situation and be standard operational practice.

A standard operational practice or set of practices developed by Staff, approved by the Director of Education, to support the implementation of a policy.

Policy Statement

States the 'intent' of the policy.

Evaluation and Metrics

Outlines how Tthe effectiveness of the policy will be **measured. determined by measuring the following:**

The Governance and Policy standing Committee of the Board will manage and monitor policy development and report to the Board as necessary in order to sure this policy is complied with.

GOVERNANCE AND POLICY COMMITTEE

PENDING LIST TO OCTOBER 6, 2020

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
1	Mar-2017 Governance and Policy	TBC	Governance and Policy	Report regarding consultations with CLSIT and conversations with the Archdiocese in regards to the content of the policy (Update to Chaplaincy Program Policy)	Superintendent Fernandes
2	June-2017 GAP	TBC	Governance and Policy	Staff to bring back after the Ministry of Education's Transportation report is considered (Update to Transportation Policies S.T.01, 03, 04 and 05)	Superintendent Fernandes
3	Mar-2018 Regular Board	TBC	Governance and Policy	That the matter be referred to the Governance and Policy Committee (Photographing and Filming of Individuals at Board and Committee Meetings)	Superintendent Fernandes
4	May-2018 Governance and Policy	TBC	Governance and Policy	Staff was requested to add the policy to the Governance and Policy Committee work plan for the development of an Omnibus policy (Update to School Events Communications and Invitee Protocols Policy (S.02).)	Superintendent Fernandes

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
5	Jun-2018 Corporate Services	TBC	Governance and Policy	That the Pupil Accommodation Review Policy and Operating Procedures be referred to the Governance and Policy Committee to be updated to reflect changes to the Pupil Accommodation Review Guidelines with extensive community and Section E Implementation, Strategic Communications and Stakeholder Engagement Plan (Ministry Memo 2018: B10 – Final Pupil Accommodation Review Guidelines and Updated on Integrated Planning and Supports for Urban Education)	Superintendent Fernandes
6	Jan-2019 Governance and Policy	TBC	Governance and Policy	That all existing and new policies be reviewed to reflect the Ontario Human Rights Commission (OHRC) Accessible Education for Students with Disabilities Policy Document and that once completed, that they be brought back to GAP Committee; and That staff develop a policy reflective of the OHRC Accessible Education for Students with Disabilities Policy Document (SEAC Minutes, 2018-09-19, Item 9g) Ontario Human Rights Commission (OHRC) Policy Document Article on Special Education Inclusion)	Superintendent Fernandes

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
7	Mar-2019 Special Board	TBC <i>Subject to NEW Ministry policy/regulation dealing with student exclusions</i>	Governance and Policy	<p>That the TCDSB establish a comprehensive policy regarding the refusal to admit special education students and those with special needs and disabilities to school; and</p> <p>That a refusal to admit policy should depend on the TCDSB ensuring that students excluded from attending school are provided an equivalent educational program; and</p> <p>That students should not be excused unless it can be demonstrated that the student presents an imminent risk to health or safety; and</p> <p>That the policy include:</p> <p>Circumstances when a refusal to admit is permitted, and when it is not permitted;</p> <p>Procedures that must be followed when refusing to admit a student;</p> <p>Timelines dictating the maximum number of consecutive days a student can be excused from school;</p>	Superintendent Fernandes

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
8				<p>An appeal process; and</p> <p>Data documentation and process for reporting to SEAC and Board.</p> <p>That the policy should include where the TCDSB refuses to accommodate students with special education disabilities in regular classrooms without needed supports or services, the principal be required to provide written notice and rationale of this to the family and that the Superintendent be copied; and</p> <p>That a refusal to admit policy be referred to the Governance and Policy Committee; and that staff prepare a comprehensive report on the implementation of a refusal to report policy.</p>	
	Apr-2019 Student Achievement	TBC	Governance and Policy	That staff create a policy regarding Forms of Acceleration for Gifted and Talented Students and that it be presented to the Governance and Policy Committee for consideration	Superintendent Fernandes
	February 2020 Governance & Policy	Date changed to October due to interruption to GAP as a result	Governance and Policy	That the Policy be provided to the Catholic Schools Parent Council (CSPC) Chairs and invite their feedback by March 30, 2020, and that feedback be shared by Staff at the	Superintendent Fernandes

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
10		of COVID-19 emergency pause		April 14, 2020 Governance and Policy Meeting (New Policy on Age Appropriate Placement - Curriculum and Program Supports).	
	March 2020 Regular Board	TBC	Governance and Policy	That the Permits Policy (Policy B.R.05) be referred to the next Governance and Policy Meeting to revise the policy as set out above (From Trustee Di Pasquale regarding Support for Local School events)	Superintendent Fernandes
	July 2020 Special Board	TBC	Governance and Policy	That the Strategic Reserves Policy be directed to the Governance and Policy Committee to consider a revision to this policy to allow for increased funding of the playground Reserve (2020-21 Budget Estimates Overall and Instructional)	Superintendent Fernandes
12	August 2020 Regular Board	October 2020	Governance and Policy	That the draft documents in Appendix A and Appendix B of the report be referred to the Governance Committee and Policy Committee and the By-Law Committee for their consideration (Revision of Toronto Catholic District School Board (TCDSB) By-Law #175 to Include the Authority of the Integrity Commissioner in the Governance Model)	Superintendent Fernandes

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
13	August 2020 Governance and Policy	October 2020	Governance and Policy	That this policy be deferred until such Time as it is updated with language from the Integrity Commissioner and legal staff (Update to Trustee Code of Conduct T.04)	Superintendent Fernandes
14	August 2020 Governance and Policy	November 2020	Governance and Policy	That the International Languages (Elementary) Policy and Permits Policy be deferred to November 2020 (Updates to Policy Priority Schedule)	Superintendent Fernandes

Governance and Policy Committee
2020 Policy Priority Schedule
Policy titles are linked to policy documents

GAP Date	Policy	Policy #	Key Contact (s)
January 7	Trustees Code of Conduct	T.04	M. Eldridge/C. Caldwell
	Delegations	T.14	M. Eldridge/C. Caldwell
	Catholic Parent Involvement Committee	P.04	J. Wujek
	Caretaker Deployment (Rescindment)	H.S.03	C. Fernandes/C.Caldwell
February 11	Strategic Reserves Policy (NEW)	F. M.09	L.Noronha/P.De Cock
	Acceleration and Retention of Students (NEW)	S.P.03	L.Maselli-Jackman
	Catholic School Parent Councils	S.10	J. Wujek
	International Languages (Elementary)	S.P.05	L.DiMarco
	Trustees Code of Conduct	T.04	M. Eldridge/C. Caldwell
March 2	International Languages (Elementary)	S.P.05	L. DiMarco
	Delegations	T.14	M. Eldridge/C. Caldwell
	Trustees Code of Conduct	T.04	M. Eldridge/C. Caldwell
April 14	Cancelled Due to COVID-19		
May 12	Cancelled Due to COVID-19		
June 2	Cancelled Due to COVID-19		
August 25	Update to By-Laws to Address Integrity Commissioner		P. Matthews
	Catholic School Parent Councils	S.10	J. Wujek
	Performance Appraisal: Director of Education	H.C.06	P.Matthews/C. Caldwell
	Trustees Code of Conduct	T.04	P.Matthews/C. Caldwell
September 8	Board Recognized Charitable Foundations	A.09	P. De Cock
	Delegations	T.14	P.Matthews/C. Caldwell
	International Languages (Elementary)	S.P.05	L. DiMarco
October 6	Meta-Policy	M.01	P.Matthews/C. Caldwell
	Acceleration and Retention of Students (NEW)	S.P.03	M. Meehan

	<u>Electronic Communication System- Acceptable Use</u>	A.29	S. Camacho
	<u>Trustees Code of Conduct</u>	T.04	P.Matthews/C. Caldwell
	Update to By-Laws to Address Integrity Commissioner		P. Matthews
	<u>Permits</u>	B.R.05	M. Loberto
November 10	<u>Guidelines For Trustees, Parents and Staff in Address</u>	A.33	J. Wujek
	<u>Alcohol, Cannabis and Other Drugs</u>	S.S.03	L.DiMarco/M. Caccamo
	ICod Policy (NEW)	TBD	M. Eldridge/C. Caldwell
	<u>Complaint Against a Staff Member</u>	H.M.30	A. Della Mora
	<u>Harassment and Discrimination</u>	H.M.14	A. Della Mora
	<u>International Languages (Elementary)</u>	S.P.05	L. DiMarco
December 7	<u>Pupil Accommodation Review</u>	S.09	M. Loberto
	<u>Accessibility Standards for Services and Facilities</u>	A.36	C. Caldwell/F.Cifelli
	<u>Workplace Accommodation for Employees with Disab</u>	H.M.38	C. Caldwell/A. Della Mora