

GOVERNANCE AND POLICY COMMITTEE REGULAR MEETING Public Session

AGENDA November 10, 2020

Nancy Crawford, Chair
Trustee Ward 12

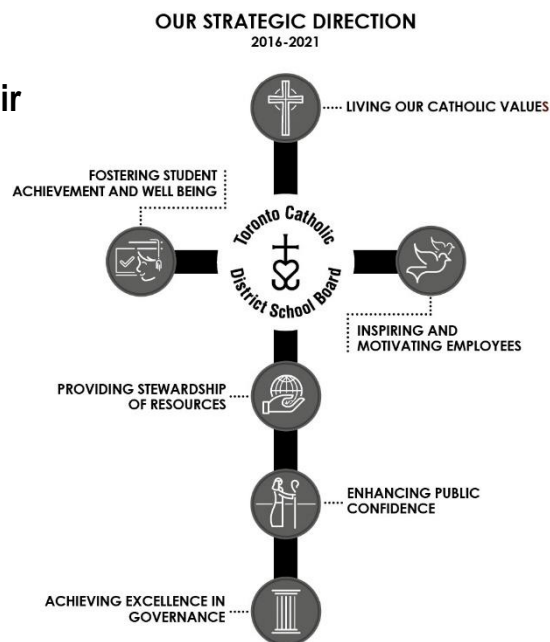
Joseph Martino
Ex-Officio

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, November 10, 2020

7:00 P.M.

	Pages
1. Call to Order	
2. Opening Prayer	
3. Land Acknowledgement	
4. Roll Call and Apologies	
5. Approval of the Agenda	
6. Declarations of Interest	
7. Approval and Signing of the Minutes of the Meeting held October 6, 2020	1 - 9
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 Permits Policy B.R. 05	10 - 30
14.b. Update to Electronic Communication System - Acceptable Use A.29	31 - 85
14.c. Rescindment of Release of Holdbacks F.M.04	86 - 89
14.d. Rescindment of Border Brokers Policy F.P.03	90 - 92
14.e. Update to Policy Priority List 2020 (Information)	93 - 98
15. Listing of Communications	
16. Inquiries and Miscellaneous	
17. Updating of Pending List	
17.a. Monthly Pending List	99 - 104
17.b. Annual Policy Priority Schedule	105 - 106
18. Adjournment	

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

HELD TUESDAY, OCTOBER 6, 2020

PRESENT:

Trustees:

N. Crawford, Chair
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
S. Camacho
C. Caldwell
C. Onyia
B. Shannon

S. Harris, Recording Secretary
S. Hinds-Barnett, Assistant Recording Secretary

5. Approval of the Agenda

MOVED by Trustee Di Pasquale, seconded by Trustee Lubinski, that the Agenda, be approved.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

The Motion was declared

CARRIED

5. Declarations of Interest

There were none.

6. Approval and Signing of the Minutes

MOVED by Trustee Del Grande, seconded by Trustee Di Pasquale, that the Minutes of the Meeting held September 8, 2020 be approved.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

The Motion was declared

CARRIED

14. Staff Reports

MOVED by Trustee Del Grande, seconded by Trustee Di Pasquale, that Item 14a) be adopted as follows:

14a) Update to Electronic Communication System – Acceptable Use A.29 received.

MOVED in AMENDMENT by Trustee Del Grande, seconded by Trustee Di Pasquale, that Staff return and include a section in the Policy that reflects the devices that are on loan to all our students, and affix policies and procedures that safeguard those assets of the Board.

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 Di Pasquale, seconded by Trustee Kennedy, that Item 14b) be adopted as follows:

- 14b) Meta Policy M.01** that the revised Meta Policy M.01 provided in Report Appendix A be adopted.

MOVED in AMENDMENT by Trustee Kennedy, seconded by Trustee Di Pasquale:

That *aims* be replaced with *Mission and Vision*, Policy #1, page 77.

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

Trustee Crawford relinquished the Chair to Trustee Del Grande.

MOVED in AMENDMENT by Trustee Crawford, seconded by Trustee Di Pasquale, that the action required by the Governance and Policy Committee be inserted wherever appropriate 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

MOVED in AMENDMENT by Trustee Crawford, seconded by Trustee Kennedy, that *Reflect board aims, The recommended draft policy and associated regulations – #1, page 79, should read Reflect the Board's Mission and Vision, and that a new #2 be added to read Reflect and Promote Catholic Values.*

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 Di Pasquale, seconded by Trustee Kennedy, that Staff add a section which covers consultation of policies being developed.

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

Trustee Crawford reassumed the Chair.

17. Updating of Pending List

MOVED by Trustee Lubinski, seconded by Trustee Di Pasquale, that Item 17a) be adopted as follows:

17a) 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

MOVED by Trustee Del Grande, seconded by Trustee Kennedy, that Item 17b) be adopted as follows:

17b) 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

18. 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
COMMITTEE

UPDATE TO PERMITS POLICY B.R. 05

And are you now turning away from the Lord? “If you rebel against the Lord today, tomorrow he will be angry with the whole community of Israel. Joshua 22:30

Created, Draft

November 3, 2020

First Tabling

November 10, 2020

Review

[Click here to enter a date.](#)

A. Fullerton, Acting Senior Manager, Community Use of Schools

N. D’Urzo, Acting Senior Coordinator, Development Services

M. Loberto, Superintendent Development Services

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 an update to Permits Policy B.R. 05 and supplementary material outlining Operational Procedures and Permit Rates as described in *Appendix A* and *Appendix C* of the report.

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

B. BACKGROUND

1. Policy B.R.05 states that The Toronto Catholic District School Board, as a publicly funded educational institution, shall make its facilities available to the public for use for worthwhile purposes, without infringing upon the school's educational process.
2. The policy was approved in January 2007 and is reviewed every five years. Subsequent amendments to the policy took place in May 2013, February 2014 and March 2019.
3. School facilities made available for use on school days or non-school days by the TCDSB or community groups shall be governed by the Operational Procedures (*Appendix A*).
4. Each permit holder must abide by all of the permit rules and regulations set out in the TCDSB Permit Operational Procedures (*Appendix B*).
5. Permits may be issued to any organization or individual on a prioritized basis, and are categorized by permit rates (*Appendix C*).
6. The Board, at its meeting on February 20, 2020 brought forward a motion for consideration to amend the Permit Policy to allow for more flexibility in Catholic School Parent Council (CSPC) fundraising events.
7. In addition to allowing for more flexibility in CSPC fundraising events, staff undertook a thorough review of Policy BR. 05 and is recommending further revisions to the Operational Procedures (*Appendix A*), which shall provide more transparency to community groups and organizations.

8. Staff are also conducting an analysis of the current Permit Fee structure and will bring forward a report at a later date for the Board to review and deliberate.

C. EVIDENCE/RESEARCH/ANALYSIS

1. ***In recognition of the importance of CSPC fundraising events to school communities, staff are recommending an increase in the maximum of subsidized hours for these events.*** As noted in the Permits Policy BR. 05 Appendix A: Permit Supervision and Cleaner Fees Section F(3)(ii), “Catholic School Advisory Councils, on application through the school principal, for two fundraising events (to a maximum of 20 hours) to be held at the school and supervised by the school principal.” Staff concluded that out of twenty fundraising events in 2019, eleven exceeded the current twenty (20) hour allocation. Fundraising events are directly impacted by the number of attendees at events which increases the amount of custodial staff required to supervise permits. For events exceeding two hundred participants, an additional custodian is required.

Therefore, in order to further support school communities, the policy should be amended to allow for a maximum of thirty-five (35) fully subsidized custodial hours for school fundraisings events. This equates to approximately \$1,200 to \$1,500 based on non-subsidized overtime.

2. ***Additional clarification is being provided on permits for the use of exterior space.*** As described in the Permit Policy Appendix A: Permit Application Approval Notification Timelines Section H (2) May-August – Exterior Use of Space; the Policy should be further extended to include the following provisions:
 - *Permits for the use of school sports fields will be granted, if available (based on school use and maintenance schedules)*
 - *The use of sports fields and diamonds shall be allowed only from the middle of May to the end of August, inclusive. Exceptions may be made to accommodate extensions in consultation with the school principal.*
3. ***Permit requests for one-time special events where the anticipated attendance is in excess of 200 people may require the applicant to make arrangements for licensed security personnel and/or paid duty Toronto***

Police Service officers. In the Permits Policy Appendix A: Special Events Permits Section J, the following verbiage should be added to clarify the types of special event uses which are not permitted on Board owned properties or facilities:

“Marriage related parties, showers, receptions or birthday celebrations will not be considered. In addition, alcohol consumption in school facilities and on Board property is strictly prohibited.”

4. ***Staff also recommend increasing the number of custodial service hours per school year provided at no cost for school-sponsored activities taking place on weekends, e.g. school anniversary/tournaments.*** The current limit is 20 hours per school year. Similar to CSPC fundraising events, Permit Policy BR.05 Appendix A: School Permit Request Section K (4); the policy should be amended to allow for a maximum of thirty-five (35) fully subsidized custodial hours for school-sponsored activities taking place on weekends.

D. STAFF RECOMMENDATION

That the changes to the procedures of Permits Policy B.R.05 outlined in the body of this report, including *Appendix A* and *Appendix C* attached hereto, be approved.



Permits for Use of TCDSB Facilities

APPENDIX A: OPERATIONAL PROCEDURES

A. PERMIT TYPES

i. Permit Type I:

This type of facility use is intended for occasional use by the TCDSB and/or a school community during school days between the hours of 7:00am and 6:00pm. A permit may be required for use of the facility by the school principal in consideration of the following:

- (1) The experience of facility use and relations with schools staff by the requesting group. Any group that consistently demonstrates positive experience in the use of a school facility and applies for by June 15 for continued use in September of the following school year will be given first priority. Due consideration will be given to new groups applying for a permit.
- (2) After consideration of (1), permits will be considered on the timing of the application.
- (3) Age appropriate ties to the existing student population will be strongly considered, (i.e. elementary school use for elementary-aged clients).
- (4) Local groups operating within the school community will be given priority.
- (5) The space requested is available and appropriate for the intended use.
- (6) Assessment of available space in schools as determined by staff needs, including staff planning/preparation and extracurricular activities.
- (7) Requests to use Auditoriums/Specially Designed Areas require the permit applicant to make an appointment with the school principal for the purpose of reviewing the space requested and discussing the intended use and all local arrangements, including payment for use of specialized school equipment pending approval by the school principal.
- (8) The impact of the proposed activity on the facility, including potential deterioration of the building.
- (9) Demonstrated respect by the facility user/permit holder for caretakers working in the capacity of permit supervisor. Groups who have had previous complaints about their conduct and have failed to take corrective action may be denied the use of the facility/permit.

ii. Permit

Type II:

This type of permit is intended for occasional or continuing use after 6:00 p.m. on school days, and during non-school days and is processed centrally by the Community Use of Schools Department.

B. PRIORITIES FOR APPROVING PERMITS

Permit applications are processed on a first-come, first-served basis, from the date of receipt in the Community Use of Schools Dept. Permits may be issued to any organization or individual on the following priority basis:



Permits for Use of TCDSB Facilities

APPENDIX A: OPERATIONAL PROCEDURES

- (1) Toronto Catholic District School Board schools, Trustees, and related departments.
- (2) Catholic Church Organizations;
- (3) City of Toronto Parks, Forestry and Recreation programs;
- (4) Registered Charities and Not-for-Profit groups, holding a valid Letters Patent, as funded by the Ministry of Education;
- (5) Community groups and youth groups not included in #4. above;
- (6) Post-secondary teacher education institutions;
- (7) Other groups/Commercial Entities

C. FACILITIES AVAILABLE FOR PERMIT

Facilities typically available for permit include:

- (1) General/Multi- purpose room;
- (2) Gymnasium;
- (3) Playing fields (for any weekend permit of longer than 3 hours, the permit holder must pay fees for a caretaker to provide access to washroom facilities inside the building);
- (4) Parking areas;
- (5) Access to washrooms;
- (6) Classrooms (requiring prior approval by principal); and
- (7) Library Resource rooms (requiring prior approval by principal).

D. PERMIT CATEGORIES

Permits are divided into three (3) categories:

CATEGORY A- Permits provided at no cost

The use of facilities for the celebration of the Eucharist, Catholic religious services or instruction, to a maximum of 3 hours per use and education activities approved by the Director of Education.

CATEGORY B – Permits provided at reduced costs

The use of facilities for registered charitable organizations and B1 - Not-For-Profit groups as funded by Community Use of Schools grant provided by the Ministry of Education.

CATEGORY C – Permits provided at full cost

The use of facilities by all other groups, including adult groups and organizations of Commercial Enterprise.



Permits for Use of TCDSB Facilities

APPENDIX A: OPERATIONAL PROCEDURES

E. PERMIT-TYPE II FACILITY USAGE FEES

Facility Usage Fees applicable to Permit Type II are charged as per the current rate structure. Requests for filming and special event permits are negotiated by the Community Use of Schools Department. Trustees will receive notice of any film production or Toronto Police Service permits in their wards.

- (1) Permits issued for polling stations shall be at the rates established by municipal, provincial or federal election authorities (actual costs incurred by the school may be recovered upon request to the Community Use of Schools Department).
- (2) Costs for the use of school equipment are to be approved by and arranged directly with the school principal and paid for directly to the school, in advance, using a secure method of payment upon confirmation of the permit. Where equipment use requires an A/V technician, this technician will be paid for by the permit holder as arranged through the school. Equipment is to be left in the condition in which it was received.
- (3) The estimated cost of the permit will be clearly shown on the confirmation sheet that the permit holder receives.

F. PERMIT SUPERVISION AND CLEANER FEES

Permit Supervision and Cleaner Fees are subject to the current rate structure, and are subject to HST number 107-694-119 RT001.

- (1) The minimum charge is for 3 hours when a CUPE 1280 member has to be called in to cover the permit over and above the regular work week.
- (2) Groups larger than 200 persons must pay for an additional permit supervisor(s).
- (3) Permit supervision rates will not be charged for:
 - i. The celebration of the Eucharist, Catholic religious services or instruction, or education activities approved by the Director of Education;
 - ii. Catholic School Advisory Councils, on application through the school principal, for two fundraising events (to a maximum of 2035 hours) to be held at the school and supervised by the school principal.

G. PERMIT PROCESSING FEES

Permit Processing Fees are non-refundable as per the current rate structure.

Recovery of Direct Costs:

Staff members are authorized to secure from the permit holder, where appropriate, any additional costs for extra supplies that may result from a permit.



Permits for Use of TCDSB Facilities

APPENDIX A: OPERATIONAL PROCEDURES

- (1) Permit holder shall be responsible for all costs associated with malicious and nuisance fire alarms.
- (2) The use of high performance fields identified in the Permit Rates Schedule will include a non-refundable fee of \$100/season/school in addition to the flat or hourly fee.

H. PERMIT APPLICATION APPROVAL NOTIFICATION TIMELINES

School facilities will not be available on Professional Development days after 6:00 pm.

(1) September – June (All Requests)

Acceptance of applications starts June 1, or the next following business day if June 1 falls on a weekend. All applications received by July 31 will be processed, approved, where possible, and confirmed in date and priority order by August 31. Applications from non TCDSB users received after July 31 will be processed based upon the availability of appropriate facilities and times. Permits will not be granted for community use of school facilities during the two weeks prior to school closing in June, two weeks prior to school commencing in September and during the first week of school in September, unless otherwise authorized by the School Principal or Community Use of Schools Department.

(2) May-August – Exterior Use of Space

Acceptance of applications starts January 15 or second Monday in January, whichever occurs first in that year. Applications received after March 1 will be processed based upon the availability of appropriate facilities and times. The deadline for summer permit applications is April 30th.

o Permits for the use of school sports fields will be granted, if available (based on school use and maintenance schedules)

o The use of sports fields and diamonds shall be allowed only from the middle of May to the end of August, inclusive. Exceptions may be made to accommodate extensions in consultation with the school principal.

(3) July – August – Interior Use of Space

Acceptance of applications starts January 15 or second Monday in January, whichever occurs first in that year. All applications received by May 1 will be processed, approved, where possible, and confirmed in date and priority order by June 15. The deadline for summer permit applications is April 30th.

Note that school availability for summer use may be limited to allow for scheduled and/or necessary maintenance, renovations and major cleaning.



Permits for Use of TCDSB Facilities

APPENDIX A: OPERATIONAL PROCEDURES

I. CANCELLATION OF PERMITS

In the event that a permit is cancelled after confirmation due to Board related activities, Community Use of Schools Staff will make all efforts to accommodate the permit holder in alternate locations.

The following standards apply in respect of the cancellation of a permit:

- (1) Once the school year has begun, displacement of an existing permit for use by the school requires two weeks' advance notice and approval from the School Principal and Superintendent of Education. Cancellation on shorter notice requires approval from the Director of Education.
- (2) Permit holders cancelling theatre/auditorium bookings shall do so 10 days prior to the event to avoid paying \$100 + HST penalty.
- (3) Permits in Priority Schools Initiative sites will receive a warning for the first "no show" and will be cancelled on the 2nd occurrence and charged a 3 hour "call out".
- (4) Due to operational requirements to reschedule caretaking staff from afternoon shift to day shift, elementary schools are not available for permit use on P.A. Days.

J. SPECIAL EVENTS PERMITS

Permit requests for one-time special events where the anticipated attendance is in excess of 200 people may require the applicant to make arrangements for licensed security personnel and/or paid duty Toronto Police Service officers. The Community Use of Schools Department will determine the aforementioned need based on the nature of the event and the anticipated number of people in attendance. **Marriage related parties, showers, receptions or birthday celebrations will not be considered. In addition, alcohol consumption in school facilities and on Board property is strictly prohibited.**

K. SCHOOL PERMIT REQUESTS

Schools have priority for the use of space during the school year, during the evenings and weekends for school student related activities. In the event of a conflict with another existing permit the school administration will attempt to arrange an accommodation with the permit holder and will provide written notification to the Community Use of Schools Department.

- (1) Annually, principals are requested to submit on-line requests to reserve specific dates for meetings/special events during non-instructional hours for the following school year 2 weeks prior to June 1. This ensures that the school requests receive priority and reduces the number of cancellations and reprocessing of permits.
- (2) Permits will be issued to a school on a priority basis for any program-related activities occurring at the school. Block booking of school spaces to restrict community use is not permitted. In addition, from September to June inclusive, principals may reserve their



Permits for Use of TCDSB Facilities

APPENDIX A: OPERATIONAL PROCEDURES

school's gymnasium for student-related activities after 6:00 p.m., one (1) weeknight each week, on an as-needed basis.

- (3) Block booking of school spaces to restrict community use is not permitted. Requests for permits must clearly identify the purpose of the school activity/event. If the school activity is not specified, the permit request will be rejected.
- (4) For school-sponsored activities taking place on weekends, e.g. school anniversary/tournament, a total of **20 35** hours of custodial service per school year shall be provided at no cost to the school

L. ELECTIONS

TCDSB as a Provincially funded institution makes its schools available for the purpose of polling station for Municipal, Provincial and Federal elections. Elections Canada submits payment based on the number of polling stations at each location. The cost per polling station is determined by Elections Canada. Further costs and/or security requirements are based on the Memorandum of Understanding between TCDSB and Elections Canada.

Once the requested facility has been assigned and permitted the polling stations cannot be relocated.

M. SECURITY DEPOSIT AGAINST POTENTIAL DAMAGES

- (1) Staff members are authorized to secure where appropriate, from the permit holder, a security deposit to indemnify the Board against potential damages that may result from a permit.



Permits for Use of TCDSB Facilities

APPENDIX A: OPERATIONAL PROCEDURES

- (2) Adult ball hockey is limited to facilities that have been identified by the Planning and Facilities Department as having floors suitable for that purpose.
- (3) Community User groups will be required to submit a copy of their public liability insurance certificate prior to the issuance of a permit. Proof of liability insurance coverage shall be a minimum of \$2 Million and the TCDSB must be named as an additional insured on the insurance certificate
- (4) Letter of Credit or other suitable security deposit in the amount of \$1,000.00 may be requested from permit holders obtaining a permit for tournaments.



NAME OF ORGANIZATION _____

PERMIT HOLDER/DESIGNATE
(Please Print) _____**TCDSB PERMITS RULES AND REGULATIONS**

- (1) An Applicant for a permit shall be responsible for determining that the facilities are fit, safe and suitable for their permitted activity.
- (2) Minimum ten (10) days advance notice is required before a Permit can be issued. This ten day notice applies to ALL Permit applicants.
- (3) Fees for Permits shall be paid in full thirty (30) days in advance of the event where applicable to the Board, by money order, certified cheque, bank draft, or by presentation of Visa, MasterCard or Debit Card for payment online.
- (4) The Board reserves the right to cancel or alter a Permit at any time. Should this occur, appropriate charges for cancelled date(s) will be refunded. The Board assumes NO responsibility for any additional expenses, distress, disappointment, frustration and/or inconvenience as a result of such cancellation or alteration to the Permit.
- (5) If, for any reason, a permitted facility is not required on any of the requested dates, refund of charges will be made ONLY if the Permits Department of the Board is notified in writing, e-mail or fax, **72 hours before the event is scheduled to occur**
- (6) The National Anthem shall be sung or played at all assemblies held in school buildings.
- (7) The consumption and/or sale of alcoholic beverages, smoking, vaping, illicit drugs and unlawful gambling of any form, are strictly prohibited and will NOT be allowed in any part of the building or Board property.
- (8) The building must be vacated by the time shown on the Permit. The Permit Holder is required to ensure that all those who are under his/her supervision have safely left the premises.
- (9) Adult supervision must be provided by the Permit Holder at all times and must be to the satisfaction of the Board.
- (10) The Permit holder shall ensure that all activities adhere to prevailing by-laws and that all necessary licences, permits etc are obtained
- (11) No organization whose policies or actions militate against the Catholic Church or country will be granted the use of any property of the Board.
- (12) Parking on Board property, where it is provided, is a privilege. All parking is at the risk and responsibility of the owner and/or driver of the vehicle.
- (13) Permit Holders are not permitted to operate, adjust or interfere with electrical or mechanical equipment.
- (14) Permit Holders are not permitted the use of any school equipment unless with prior written authorization of authorized by the school Principal.
- (15) All equipment stored at schools by Permit Holders must be approved by school Principal, and is stored at the Permit Holder's own risk.
- (16) The School Board representative on the property during the hours of any Permit is in complete charge of the building. The Permit Holder is required to adhere to the instructions of the School Board representative.
- (17) Permit Holders are required to restrict activities to the locations stated on the Permit. However, washrooms closest to the activity are available for use by the Permit Holder and members of his/her party.
- (18) The Permit Holder hereby releases, waives and forever discharges the Toronto Catholic District School Board and its employees, agents, officials, contractors, representatives, elected and appointed officials and successors and assigns of and from any and all claims, demands, damages, costs, expenses, actions and causes of action whatsoever, whether in law or equity, in respect of death, injury, loss or damage to the Permit Holder or his/her or its property, as the case may be, howsoever caused, and the Permit Holder further agrees to indemnify and save harmless all of the aforesaid from and against any and all liability incurred by any of them or all of them arising out of or as a result of, or in any way connected with, the issuance of this Permit.
- (19) Rubber-soled, non-marking shoes must be worn in the gymnasium or auditorium for gymnastics or sports activities. The application of powder, wax, or any other preparation to gymnasium or auditorium floors for dancing purposes is prohibited.
- (20) The Permit Holder shall, if requested by the Board, produce a certified financial statement showing disposition of monies received as a result of the use of Board property under a Permit.
- (21) The Permit Holder is responsible for the theft, loss and all damages arising from the use of the school premises by the Permit Holder or a member of his/her party.
- (22) Permit Holder must have a copy of approved Permit at each event. Persons unable to produce this Permit may have entrance to school delayed pending verification by custodian.
- (23) The Permits (Community Use of Schools) Department must receive a copy of advertisements at least five working days before the permitted event. All advertisements of events to take place on Toronto Catholic District School Board property shall not contain the name of the school (only the Municipal address) and must list the name and telephone number of the Permit Holder.
- (24) Food or beverages, where approved as a part of the approved Permit, must be consumed ONLY in the assigned cafeteria and lunchroom areas.
- (25) Assignment of the Permit or subletting of the permitted premises by the Permit Holder to a third party is strictly prohibited and will be grounds for immediate cancellation of the Permit.
- (26) Failure or refusal to adhere to these regulations may result in cancellation and refusal to grant any further permits for the use of the Board's facilities
- (27) Permit Holders must comply with all fire regulations, including keeping all exits, hallways, aisles and fire routes free from obstruction at all times. The Permit Holder during the period of use will be responsible for any fee charged by the City of Toronto or Fire Department for false alarm due to a malicious act.

I have read the Policy B.R. 05 and all Rules and Regulations and agree to abide by them as the Permit Holder.

Date: _____

Signature: _____

COMMUNITY USE OF SCHOOLS

PERMIT RATES for PERMIT TYPE II

Rates for occasional or continuing use after 6pm, for the use of a facility are based on the following charges:

- i. Facility usage fees; ii. Supervision fees; iii. Processing fees; and iv. Recovery of Direct Costs.**

CATEGORIES

Permits are divided into three categories. Category A permits will be provided at no charge. Category B permits will be provided at reduced charges. Category C permits will pay the full permit rates.

CATEGORY A

- (a) The use of facilities for the celebration of the Eucharist, Catholic religious services or instruction, and education activities approved by the Director of Education.

CATEGORY B

- (a) The use of facilities for registered charitable organizations.
- (b) B1- Not-For-Profit as funded by Community Use of School from Ministry Education.

CATEGORY C

- (a) All others including adult groups and organizations of Commercial Enterprise.

Facility Usage Fees Applicable to Permit Type II:

- (a) The following **HOURLY** user fees will apply:

All facility fees are subject to **H.S.T. No. 107-694-119 RT001.**

FACILITY	DAYS	CAT.A	CAT. B	CAT. C
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			B1	B2	
Gymnasium-Single	Mon-Fri	N/C	\$7.50/hr.*	\$15.00/hr.	\$30/hr.
-Double	Sat-Sun	N/C	\$7.50/hr.*	\$15.00/hr.	
	Mon-Fri	N/C	\$15/hr.*	\$30/hr.	\$60/hr.
	Sat-Sun	N/C	\$15/hr.*	\$30/hr.	
Classrooms		N/C	\$2.50/hr.*	\$5.00/hr.	\$15.00/hr.
Cafeteria	Mon-Fri	N/C	\$20/hr.*	\$40/hr.	\$80.00/hr.
	Sat-Sun	N/C	\$20/hr.*	\$40/hr.	
Theatre/Auditorium	Mon-Fri	N/C	\$35.00/hr.*	\$70.00/hr.	\$250.00/hr.
	Sat-Sun	N/C	\$35.00/hr.*	\$70.00/hr. Rehearsal rate	\$150/hr./additional performance Rehearsal rate \$100/hr.
Fields		N/C	\$10/hr.*	\$12/hr.	\$35/hr.
High Performance Fields	Monday- Sunday	N/C	\$50.00/hr.*	\$50.00/hr.	\$65/hr. (adults) \$100/hr.(commercial)
Parking Grounds maintenance surcharge (Permit Holders)		N/C	\$0.25* per person per occurrence	\$0.25 per person per occurrence	\$0.50 per person per occurrence
Swimming Pools	Mon-Fri	N/C	\$90/hr.*	\$90/hr.	\$100/hr.
	Sat-Sun	N/C	\$90/hr.*	\$90/hr.	

* Scouts, Guides, and Air Cadet N/C =
no charge

Surcharge of \$100/annum/site will apply for High Performance Fields

NOTE: Permit Rates and Fees are subject to change without notice.

Requests for filming and special event permits are negotiated by the Community Use of Schools Department and are charged a minimum of \$2,500/day.

CUS staff reserves the right to levy additional charges for clean-up and other special circumstances. Permits cancelled with less than ten (10) days' notice **WILL NOT BE REFUNDED.**

Trustees will receive notice of any movie permits in their wards.

- (b) Permits issued for polling stations shall be at the rates established by municipal, provincial, or federal election authorities (actual costs incurred by the school may be recovered upon request to the Community Use of Schools Department).
- (c) Costs for use of school equipment are to be arranged directly with the school principal and paid for directly to the school, in advance, using a secure method of payment upon confirmation of the permit. Where equipment used requires an A/V technician, this technician will be paid for by the permit holder as arranged through the school. Equipment is to be left in the condition in which it was received.
- (d) The estimated cost of the permit will be clearly shown on the confirmation sheet that the permit holder receives.

Supervision and Cleaner Fees:

All fees are subject to **H.S.T. No107-694-119 RT001**.

CATEGORY	A	B	C	B & C
	SUPERVISION			CLEANER
Monday - Friday 7:30 a.m. - 11:30 p.m. or such other times when the facilities are normally staffed	N/C	\$21.18/hour	\$32.58/hour	\$35.47/hour
Saturday	N/C	\$21.18/hour	\$32.58/hour	\$35.47/hour
Sunday	N/C	\$28.24/hour	\$43.44/hour	\$47.30/hour
Statutory Holidays	As per Collective Agreement	As per Collective Agreement	As per Collective Agreement	As per Collective Agreement

- (1) The minimum charge is for 3 hours when a CUPE 1280 member has to be called in to cover the permit over and above the regular work week.
- (2) Groups larger than 200 persons must pay for an additional permit supervisor(s).
- (3) Permit supervision rates will not be charged for:
 - (a) The celebration of the Eucharist, Catholic religious services or instruction, and education activities approved by the Director of Education.
 - (b) In recognition of the efforts and support provided by the Catholic School Advisory Councils, facilities will be made available to each council free of

charge, on application through the school principal, for two fund raising events during the school year.

Processing Fees (NON REFUNDABLE) payable annually:

Category A	\$ 0.00
Category B	\$20.00
Category C	\$85.00
Permit Change/Revision Fee	\$25.00/change request
N.S.F. cheque	\$40.00
Monthly Financial Statement (mailed)	\$10.00

(Category “B” and “C”)

Cancellation of a permit which includes an auditorium/theatre for

Categories “B” & “C” will be charged an additional \$100.

All rates noted above are subject to HST @ 13%.

High Performance Fields

St. John Paul II
Dante Alighieri
Don Bosco
Father Henry Carr
Msgr. Percy Johnson
Senator O’Connor
St. Basil the Great College



POLICY Building/Plant/Grounds SECTION:

SUB-SECTION: Rentals/Permits

POLICY NAME: Permits POLICY NO: B.R. 05

Date Approved: January 2007	Date of Next Review: March 2024	Dates of Amendments: May 2013, February 2014, March 2019
Cross References: <ul style="list-style-type: none">• Ministry of Education Memorandum 2006: B13 <i>Community Use of Schools</i>• A.13 Distribution of Advertisements• A.35 Accessibility Standards• B.B.04 Smoke and Vapour Free Space• H.S.03 Caretaking Deployment• H.S.06 Permit Supervisors• S.S.04 Access to School Premises• S.S.09 Code of Conduct		
Appendix: <ul style="list-style-type: none">• Appendix A - Operational Procedures• Appendix B - TCDSB Permit Rules and Regulations• Appendix C – Application for Permit		

Purpose

This Policy affirms the TCDSB'S commitment to making its facilities available for use by schools, organizations and community groups consistent with clearly articulated operational procedures, **when facilities are not being used for regular school activities.**

Scope and Responsibility

This policy extends to all facilities operated by the TCDSB throughout the year. The Director of Education, supported by the Community Use of Schools Department, is responsible for this policy.



POLICY Building/Plant/Grounds SECTION:

SUB-SECTION: Rentals/Permits

POLICY NAME: Permits POLICY NO: B.R. 05

Alignment with MYSP Multi Year Strategic Plan:

Living Our **Catholic** Values

Fostering Student Achievement and Well-Being Strengthening

Enhancing Public Confidence

Providing Stewardship of Resources

Achieving Excellence in Governance

Policy

The Toronto Catholic District School Board, as a publicly funded educational institution, shall make its facilities available to the public for use for worthwhile purposes, without infringing upon the school's educational process.

Regulations

1. Every individual or organization that enters into an agreement with the TCDSB respecting the use of a school or premises operated by the **bBoard** will comply with the standards of behaviour and safety outlined in the **bBoard's** Code of Conduct.
2. School facilities made available for use on school days or non-school days by the TCDSB or community groups shall be governed by the Operational Procedures. (Appendix A)
3. Each permit holder must abide by all of the permit rules and regulations set out in the TCDSB Permit Operational Procedures (Appendix B).
4. Permits may be issued to any organization or individual on a prioritized basis, and are categorized by permit charges.
5. Permits will be issued to a school on a priority basis for any program-related activities occurring at the school. Block booking of school spaces to restrict



POLICY Building/Plant/Grounds SECTION:

SUB-SECTION: Rentals/Permits

POLICY NAME: Permits POLICY NO: B.R. 05

community use is not permitted. In addition, from September to June inclusive, principals may reserve their school's gymnasium for student-related activities after 6:00 p.m., one (1) weeknight each week, on an as-needed basis.

6. From July to August inclusive, TCDSB facilities will be made available to approved groups on a priority basis. Gymnasium facilities may not be exclusively reserved by TCDSB personnel, and will be shared with other permit holders in the same building.
7. Requests for filming and special event permits are negotiated by the Community Use of Schools Department. Trustees will receive notice of any film production or police training permits in their wards.
8. Permit Supervision and Cleaner Fees will be calculated based on the current rate structure, and are subject to HST charges. The cost of the permit will be shown on the confirmation contract.
9. Displacement of an existing permit for use of facilities by the TCDSB requires two weeks advance notice and approval from the school principal and Superintendent of Education. Cancellation on shorter notice requires approval from the Director of Education or designate.
10. With the exception of all board-sponsored activities at TCDSB facilities, permit applicants shall provide a copy of their Third Party Liability Insurance Certificate naming the TCDSB as an Additional Insured. **An insurance certificate , proving compliance with this requirement shall be provided as a prerequisite to approving an application.**
11. In cases where there are multiple requests for the use of the same facilities, staff will make reasonable efforts to distribute the facilities equally amongst the applicants. Preference will be given to those permit groups that serve students in the immediate school community.



POLICY Building/Plant/Grounds SECTION:

SUB-SECTION: Rentals/Permits

POLICY NAME: Permits POLICY NO: B.R. 05

12. All appeals concerning permits shall be sent in writing to the Senior Coordinator of Development Services who will render a decision. In the case of a further appeal, the Associate Director ~~of Planning and Facilities~~ shall make the final decision.

Definitions Code of Conduct

The TCDSB Code of Conduct is consistent with the requirements set out in the Provincial Code of Conduct. The Code of Conduct establishes standards of behaviour for all members of the school community.

The standards of behaviour apply to all individuals involved in the publicly funded school system including but not limited to students, parents, volunteers, teachers and other staff members, superintendents, senior board staff, board personnel, trustees, visitors, permit holders/third party with respect to rental of school space, co-op employers, crossing guards, bus drivers, service providers, guests and delivery personnel whether they are present on school property, on school buses, at school-related events or in other circumstances that could have an impact on the school climate.

Permit-Type 1

This type of facility use is intended for occasional use by the TCDSB and/or a school community during school days between the hours of 7:00am and 6:00pm. A permit may be required for use of the facility by the school principal in consideration of specified criteria.

Permit –Types 2

This type of permit is intended for occasional or continuing use after 6:00 p.m. on a school day, and during non-school days and is processed centrally by the Community Use of Schools Department.



POLICY Building/Plant/Grounds SECTION:

SUB-SECTION: Rentals/Permits

POLICY NAME: Permits POLICY NO: B.R. 05

Evaluation and Metrics

The effectiveness of the **pp**Policy will be determined by measuring the following:

~~The use of TCDSB sites will be monitored throughout the year based on~~

1. the number of permits issued by TCDSB **site**,
2. the revenues generated, and
3. the expenditures incurred.



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

September 28, 2020

First Tabling

November 10, 2020

Review

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 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).
5. Changes to this policy were first presented to the Governance and Policy Committee in September 2020. Approval was deferred, pending the adoption of further revisions recommended by the committee as follows:
 - a. Regulation 3.2 added: **Users are responsible for technology resources loaned to them by TCDSB and must abide by any terms and conditions agreed upon. Failure to comply may result in consequences**

up to and including disciplinary action. TCDSB reserves the right to apply reasonable replacement costs to the user for any lost or damaged technology resources.

This addition reflects the Ministry of Education's "Fees for Learning Materials and Activities Guideline" which permits schools to recover replacement or repair costs for lost or damaged loaned material used in school.

(Ministry of Education, March 2011, p. 3

<http://www.edu.gov.on.ca/eng/parents/feesGuideline.pdf>)

- b. Regulation 5.6 added: **Users are compelled to immediately report all breaches of this policy of which they are aware to the appropriate TCDSB authority.**

This addition reflects further staff review subsequent to GAP Committee recommendations, and the determination that TCDSB's current AUP lacks a general "duty to report" clause, which is deemed a critical accountability feature of similar policies across the education sector.

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 OAPSE 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

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

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(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



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

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

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to staff and not a replacement for properly supervising student access to the Internet.

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



POLICY SECTION: ADMINISTRATION

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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, 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.



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(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.

(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



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

**POLICY NAME: ELECTRONIC COMMUNICATION
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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.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

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

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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.



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(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.



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(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

(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



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(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 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.



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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.

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.



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(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.

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



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(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)

(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.



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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.

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.



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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: April 19, 2012, November 15, 2001, January 2000 -Board
Cross References: <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. Policy/Program Memorandum 144, 2018, Bullying Prevention and Intervention 9. Policy/Program Memorandum 145, 2018, Progressive Discipline and Promoting Positive Student Behaviour 10. Board Code of Conduct Policy (S.S.09) 11. Harassment and Discrimination Policy (H.M.14) 12. Municipal Freedom of Information and Protection of Privacy Policy (A.38) 13. Records Management & Archives Policy (A.20) 14. Guidelines for Trustees, Parents and Staff in Addressing School Related Concerns (A.33) 		



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POLICY NAME: ACCEPTABLE USE OF TECHNOLOGY

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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 applications, social media, online software, or other technology services used on behalf of the Board or in any capacity that



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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:

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

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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.

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**



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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.

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



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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.

3.2. Users are responsible for technology resources loaned to them by TCDSB and must abide by any terms and conditions agreed upon. Failure to comply may result in consequences up to and including disciplinary action. TCDSB reserves the right to apply reasonable replacement costs to the user for any lost or damaged technology resources.

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.

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



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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 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**



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



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5.6. Users are compelled to immediately report all breaches of this policy of which they are aware to the appropriate TCDSB authority.

5.7. 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 (trustees), employee, supplier, vendor, volunteer, or agent of the Board.

Personal Use: Any activity unrelated to the Board's business, instructional,



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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.**

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

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

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, G-Suite for Education, Twitter, and Instagram.

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

(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

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.

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 department head immediately

(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.

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.

3.2. Users are responsible for technology resources loaned to them by TCDSB and must abide by any terms and conditions agreed upon. Failure to comply may result in consequences up to and including disciplinary action. TCDSB reserves the right to apply reasonable replacement costs to the user for any lost or damaged technology resources.

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

(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

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.

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,

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

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

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 anyone else 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

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.

j. create, view, collect, or share pornographic, offensive, or indecent images

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)

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

5.6. Users are compelled to immediately report all breaches of this policy of which they are aware to the appropriate TCDSB authority.

5.7. 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.

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.

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.

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.

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.

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.



REPORT TO

GOVERNANCE AND POLICY
COMMITTEE

RESCINDMENT OF RELEASE OF HOLDBACKS
F.M.04

So the Lord gave Solomon wisdom, as he promised him. There was peace between Hiram and Solomon; and the two of them made a treaty. – 1 King 5:12

Created, Draft	First Tabling	Review
October 22, 2020	November 10, 2020	Click here to enter a date.

D. Friesen, Superintendent, Capital Development, Asset Management and Renewal
C. Fernandes, Superintendent of Education, Area 4 and Policy Development

RECOMMENDATION REPORT

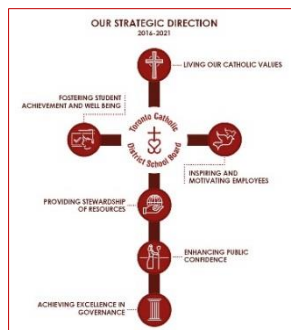
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Dr. Brendan Browne
Director of Education

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 reviews and recommends the rescindment of the policy on Release of Holdbacks F.M.04 as the policy is superseded by the Ontario Construction Act.

The cumulative staff time required to prepare this report was 2 hours

B. PURPOSE

1. This recommends the rescindment of the Release of Holdback Policy (F.M.04) because the release of holdback and certification is governed by Parts IV and V of the Construction Act, R.S.O 1990, c. C. 30.

C. BACKGROUND

1. The Release of Holdback Policy (F.M.04) was first approved in September 1971 to advise architects working for the TCDSB of the regulations regarding payment of holdbacks to subcontractors. This policy was last updated in November 1986.
2. The process for release of holdback is now governed by Construction Act, R.S.O. 1990. The Act and its amendments supersede any policy or process that the TCDSB might have in place regarding release of holdback.
3. The TCDSB now makes use of standardized contract templates issued by the Ontario Association of Architects (OAA Document 600) and the Canadian Construction Documents Committee (CCDC 2) that define the role and obligations, per the Construction Act, of the TCDSB, the consultants and the general contractors with respect to the release of holdback.

D. EVIDENCE/RESEARCH/ANALYSIS

1. This policy is being recommended for rescindment in consultation with the Capital Development, Asset Management & Renewal Department and Legal Services.

E. IMPLEMENTATION

1. The Release of Holdback Policy will be removed from the Policy Register.
2. Release of holdback to contractors will be governed by provincial legislation set out in the Construction Act.

F. STAFF RECOMMENDATION

Staff recommends that the Release of Holdback Policy F.M.04 (Appendix A) be rescinded.

Release Of Holdbacks F.M.04

Policy

All architects who work for the TCDSB are to be advised that the following regulations shall be complied with for payment of holdbacks to subcontractors.

Regulations:

1. The architect is the payment certifier.
2. The certificate of completion of subcontract from the architect shall be in the form prescribed by the Construction Lien Act, 1983, being Form 7, Ontario Regulation 159/83 and shall be issued in accordance with the provisions of Section 33 of the Construction Lien Act, 1983.
3. When a particular subcontract has been certified completed as aforesaid, assuming that no liens were preserved in the interim, the holdback relating to the certified subcontract may be paid out 45 days after the date of certification.
4. The Board requires a statutory declaration from the subcontractor that all its suppliers, etc. have been paid.
5. A construction lien search will be made before payment is made by the Board.
6. A copy of a letter to the general contractor enclosing the cheque representing the subcontractor's holdback is to be sent to the subcontractor to ensure that the subcontractor is fully aware that his/her holdback has been released to the general contractor.

BM p 213, 24 Nov 86; BM p 1216, Sep 71.



REPORT TO

GOVERNANCE AND POLICY COMMITTEE

RESCINDMENT OF BORDER BROKERS POLICY (FP.03)

“Take delight in the Lord, and he will give you the desires of your heart.”

Psalm 37:4

Created, Draft	First Tabling	Review
October 21, 2020	November 10, 2020	Click here to enter a date.
P. De Cock, Comptroller of Business Services & Finance		

RECOMMENDATION REPORT

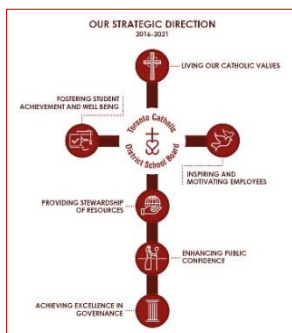
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Brendan Browne, PhD
Director of Education

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 reviews and recommends the rescindment of TCDSB Board Policy FP.03 (Border Brokers) in order to remove an infrequently utilized service and consolidate into the Board's Purchasing Policy and Procedures.

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

B. PURPOSE

1. This Recommendation Report is on the Order Paper of the Governance and Policy Committee as it recommends the rescindment of the Border Brokers Policy (FP.03) as it is a service infrequently utilized and better served by consolidating into the TCDSB's Purchasing Policy and Procedures.

C. BACKGROUND

1. The TCDSB Policy FP.03 (Border Brokers) was approved on November 24th, 1986 without any subsequent revisions to date (attached as Appendix A).

D. EVIDENCE/RESEARCH/ANALYSIS

1. The TCDSB Purchasing Policy FP.01 provides a comprehensive governance and procedural framework for the administration of procurement operations for the TCDSB.
2. Recent changes to the Purchasing Policy FP.01 requires the Board of Trustees review and approve any procurement award in excess of the \$50,000 threshold by a report complete with detailed descriptions and cost analyses for review and approval.
3. TCDSB's existing Policy and Procedures regulates all procurement activity and requires compliance with all Canadian & International Trade Agreements, along with the corresponding Broader Public Sector Procurement Directives.
4. The infrequent nature of Border Brokers Services are normally addressed by cross-border carrier firms.

E. STAFF RECOMMENDATION

The Border Brokers Policy F.P.03 (Appendix A) is being recommended for rescindment effective immediately.

TCDSB Policy Register

Border Brokers F.P.03

Policy

The TCDSB will obtain border brokers as the circumstances warrant.

Regulations:

1. The Director of Education is authorized to select border brokers for clearance of goods purchased outside of Canada.

BM P 213, 24 Nov 86.



REPORT TO

GOVERNANCE AND POLICY
COMMITTEE

UPDATE TO POLICY PRIORITY LIST 2020

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

Created, Draft	First Tabling	Review
November 5, 2020	November 10, 2020	Click here to enter a date.

C. Fernandes, Superintendent Area 4 and Policy Development

INFORMATION REPORT

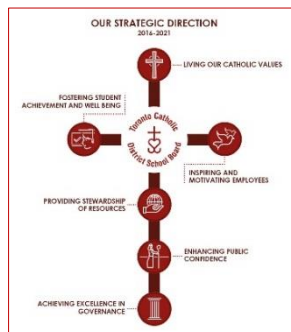
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L. Noronha
Associate Director of Facilities,
Business and Community
Development, and
Chief Financial Officer

A. EXECUTIVE SUMMARY

This report outlines changes to the Policy Priority List for November and December 2020.

The cumulative staff time required to prepare this report was 1 hour

B. PURPOSE

1. This item is on the order paper of the Governance and Policy Committee to provide an update to the timeline for a number of policies to be addressed in 2020 and/or to be deferred to the following year.

C. BACKGROUND

1. Beginning in April 2020, the Governance and Policy Committee meetings were paused because of Emergency Covid-19 school closures.
2. The committee recommenced it's work in August 2020 to address policies that required review.
3. Although a number of policies were rescheduled, due to a variety of circumstances in the evidence section, had to be rescheduled.
4. This report attempts to provide a reasonable timeline for the outstanding reports.

D. EVIDENCE/RESEARCH/ANALYSIS

1. Appendix A outlines the anticipated dates that current policies expect to return to the Governance and Policy Committee for Review.
2. At the December 2020 Governance Meeting a list of policies up for review in 2021 will be presented along with the outstanding policies identified in Appendix A.
3. Policies due for review in 2021 to date are listed below:

Research Conducted in the TCDSB	S.19
External Research	S.19
Smoke Free Space	B.B.04
Delegation	T.14
Facilities Management	B.B.01
Outdoor Play Environment	B.G.01
Selection of Learning Materials	S.M.06

E. CONCLUDING STATEMENT

This report is for the consideration of the Governance and Policy Committee.

Governance and Policy Committee 2020 Policy Priority Schedule				Status
GAP Date	Policy	Policy #	Key Contact (s)	
January 7	Trustees Code of Conduct	T.04	M. Eldridge/C. Caldwell	See November
	Delegations	T.14	M. Eldridge/C. Caldwell	See September
	Catholic Parent Involvement Committee	P.04	J. Wujek	See September
	Caretaker Deployment (Rescindment)	H.S.03	C. Fernandes/C.Caldwell	Completed
February 11	Strategic Reserves Policy (NEW)	F. M.09	L.Noronha/P.De Cock	Completed
	Acceleration and Retention of Students (NEW)	S.P.03	L.Maselli-Jackman	See October
	Catholic School Parent Councils	S.10	J. Wujek	See September
	International Languages (Elementary)	S.P.05	L.DiMarco	See November
	Trustees Code of Conduct	T.04	M. Eldridge/C. Caldwell	See October
March 2	International Languages (Elementary)	S.P.05	L. DiMarco	See November
	Delegations and Public Participation	T.14	M. Eldridge/C. Caldwell	See September
	Trustees Code of Conduct	T.04	M. Eldridge/C. Caldwell	See October
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	See October
	Catholic School Parent Councils	S.10	J. Wujek	See September
	Performance Appraisal: Director of Education	H.C.06	P.Matthews/C. Caldwell	Completed
	Trustees Code of Conduct	T.04	P.Matthews/C. Caldwell	See October
September 8	Board Recognized Charitable Foundations	A.09	P. De Cock	Completed
	Delegations and Public Participation	T.14	P.Matthews/C. Caldwell	Completed
	International Languages (Elementary)	S.P.05	L. DiMarco	Awaiting Consultation
	Catholic School Parent Councils	S.10	J. Wujek	Completed
October 6	Meta-Policy	M.01	P.Matthews/C. Caldwell	
	Acceleration and Retention of Students (NEW)	S.P.03	M. Meehan	Requires additional consultation time Anticipate January 2021
	Electronic Communication System-Acceptable Use	A.29	S. Camacho	On track
	Trustees Code of Conduct	T.04	P.Matthews/C. Caldwell	Requires Integrity Commissioner Review

	Update to By-Laws: Trustee Complaint Policy		P. Matthews	Requires Integrity Commissioner Review
November 10	Guidelines For Trustees, Parents and Staff in Addressing School Related Concerns	A.33	J. Wujek	Requires more time for consultation Anticipate Dec 2020
	Alcohol, Cannabis and Other Drugs	S.S.03	L.DiMarco/M. Caccamo	Requires employee relations review
	ICod Policy (NEW)	TBD	M. Eldridge/C. Caldwell	Requires employee relations review
	Complaint Against a Staff Member	H.M.30	A. Della Mora	Requires employee relations review
	Harassment and Discrimination	H.M.14	A. Della Mora	Requires employee relations review
	International Languages (Elementary)	S.P.05	L. DiMarco	Requires more time for consultation Anticipate March 2021
	Permits	B.R.05	M. Loberto	On track
	Electronic Communication System- Acceptable Use	A.29	S. Camacho	On track
	Border Brokers (RESCINDMENT)		P. DeCock	New
	Release of Holdbacks (RESCINDMENT)		D. Friesen	New
December 7	Pupil Accommodation Review	S.09	M. Loberto	Deferred; awaiting Ministry changes
	Accessibility Standards for Services and Facilities	A.36	C. Caldwell/F.Cifelli	On Track
	Workplace Accommodation for Employees with Disabilities	H.M.38	C. Caldwell/A. Della Mora	Requires employee relations review

GOVERNANCE AND POLICY COMMITTEE PENDING LIST TO NOVEMBER 10, 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	January 2021	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				April 14, 2020 Governance and Policy Meeting (New Policy on Age Appropriate Placement - Curriculum and Program Supports).	
	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
11	August 2020 Regular Board	February 2021	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
12	August 2020 Governance and Policy	February 2021	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
13	October 2020 By-Law Review	TBC	Governance and Policy	The Board will provide the means to participate electronically in Board and Committee meetings in accordance with the provisions of the Act and <i>Ontario Regulation 463/97 – Electronic Meetings</i> .	Superintendent Fernandes

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
				<p>The Board will adopt a process to ensure the security and confidentiality of proceedings held during closed (private) meetings and review the procedures annually.</p> <p>Members will make every effort to provide notice to Board Services if they intend to participate electronically by 5 p.m. on the day prior to the Board or Committee meeting.</p> <p>No more than half of Board or Committee meetings in a twelve (12) month period can be chaired electronically in accordance with <i>Ontario Regulation 463/97 – Electronic Meetings</i>.</p> <p>All members participating via teleconference who are not speaking must use the mute function on their device.</p> <p>Student Trustees may not participate electronically in meetings that are closed to the public in accordance with the Act (Proposal: Add/Change Electronic Participation)</p>	

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		
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October 6	Meta-Policy	M.01	P.Matthews/C. Caldwell
	Acceleration and Retention of Students (NEW)	S.P.03	M. Meehan
	Electronic Communication System- Acceptable Use	A.29	S. Camacho
	Trustees Code of Conduct	T.04	P.Matthews/C. Caldwell
	Update to By-Laws to Address Integrity Commissioner	P. Matthews	
	Permits - moved to November	B.R.05	M. Loberto

November 10	Guidelines For Trustees, Parents and Staff in Address	A.33	J. Wujek
	Alcohol, Cannabis and Other Drugs	S.S.03	L.DiMarco/M. Caccamo
	ICod Policy (NEW)	TBD	M. Eldridge/C. Caldwell
	Complaint Against a Staff Member	H.M.30	A. Della Mora
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	Permits	B.R. 05	M. Loberto
	Electronic Communication System- Acceptable Use	A.29	S. Camacho
	Release of Holdbacks (RESCINDMENT)	FM. 04	D. Friesen
	Border Brokers (RESCINDMENT)	F.P.03	P. De Cock
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	Accessability Standards for Services and Facilities	A.36	C. Caldwell/F.Cifelli
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