



REPORT TO

GOVERNANCE AND POLICY COMMITTEE

UPDATE TO ELECTRONIC COMMUNICATION SYSTEM – ACCEPTABLE USE A.29

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

| Created, Draft | First Tabling | Review |
|--------------------|-------------------|--------|
| September 28, 2020 | November 10, 2020 | |

Steve Camacho – Chief Information Officer
 Bryan Shannon – Sr. Manager, Archives, Records Management, Freedom of Information

RECOMMENDATION REPORT

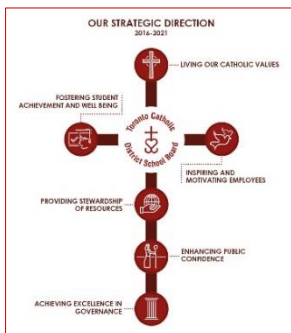
Vision:

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.