



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: ACCEPTABLE USE OF TECHNOLOGY

POLICY NO: A.29

Date Approved:	Date of Next Review:	Dates of Amendments: April 19, 2012, November 15, 2001, January 2000 -Board
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Cross References:

1. *Education Act*
2. *Municipal Freedom of Information and Protection of Privacy Act*
3. *Personal Health Information Protection Act*
4. *Criminal Code of Canada*
5. *Copyright Act*
6. *Ontario College of Teachers Act*
7. *Teaching Profession Act*
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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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.**