



Windsor-Essex Catholic District School Board
 Section: Information Technology
POLICY
IT:01 ACCEPTABLE USE OF INFORMATION TECHNOLOGY RESOURCES

NUMBER:	IT:01
EFFECTIVE:	May 25, 2016
AMENDED:	Replaces H:17, H:18, SC:03
RELATED POLICIES:	See References
REPEALS:	
REVIEW DATE:	2019-2020

1.0 OBJECTIVE:

- 1.1 To provide users with Information Technology Resources for educational and business purposes dedicated to improving student success, achievement, and well-being within the context of the teachings of the Catholic faith.
- 1.2 To provide for the use of Information Technology Resources that are in compliance with applicable law, and related Windsor-Essex Catholic District School Board (WECDSB) policies and procedures.

2.0 DEFINITIONS:

- 2.1 **Data** includes but is not limited to WECDSB student records, employee records, confidential, personal, or professional information and communications, or any other electronically formatted information.
- 2.2 **Information Technology Resources** include but are not limited to computers, phones, tablets, cellular/mobile technology, computer applications, email, servers, networks, internet services, internet access, social media, data and any other electronic or communication technology provided by the WECDSB that exist today or may be developed in the future regardless of whether it is hosted by WECDSB or a third party.
- 2.3 **User** is any individual authorized to access the WECDSB's Information Technology Resources through any electronic or communication activity by the user with any device (whether or not such device is a personally owned or has been provided by the WECDSB) and regardless of the user's physical location. Users include but are not limited to employees, students, parents, volunteers, visitors, contractors, Trustees, or any other authorized individuals.
- 2.4 **Personal Information** means recorded information about an identifiable individual, including:
 - a) Information relating to race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual.
 - b) Information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved.
 - c) Any identifying number, symbol or other particular assigned to the individual.
 - d) The address, telephone number, fingerprints or blood type of the individual.

- e) The personal opinions or views of the individual except if they relate to another individual.
- f) Correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence.
- g) The views or opinions of another individual about the individual.
- h) The individual's name if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual. (*Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56).

3.0 GUIDING PRINCIPLES:

- 3.1 The policy and all related procedures apply to all users who access the WECDSB's Information Technology Resources.
- 3.2 Users are subject to the expectations of use and standards of behaviour set out in the accompanying operational procedures and any other applicable law, related policies and procedures at all times when accessing WECDSB's Information Technology Resources for any purpose.
- 3.3 The WECDSB's Information Technology Resources are intended for educational, instructional and corporate use.
- 3.4 The WECDSB owns all Information Technology Resources and may access data and information that users create, store, send, or receive when using WECDSB's Information Technology Resources in accordance with the accompanying procedures.
- 3.5 Users should be cautious when using WECDSB's Information Technology Resources. Users wishing to ensure that their personal documents and communications remain private should use their own personal technology resources rather than connecting to or using WECDSB's Information Technology Resources.
- 3.6 The WECDSB is **not** responsible for:
 - 3.6.1 Anything accessed by the user through the Information Technology Resources not created, published or authored by the WECDSB;
 - 3.6.2 The reliability of the WECDSB's Information Technology Resources (i.e. service interruptions);
 - 3.6.3 Any claims, losses, damages, costs, or other obligations arising from the use of the Information Technology Resources (whether or not accessed by a personal owned device), including but not limited to the loss or damage of user information or personal devices; and
 - 3.6.4 Any additional charges borne by the user to their personal device, or any unauthorized charges borne by the user on a WECDSB issued device, when using or attempting to use WECDSB's Information Technology Resources.

4.0 SPECIFIC DIRECTIVES

- 4.1 Users shall abide by the provisions of the Ontario Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), related privacy legislation and the Board's Privacy policy (A:30). Users shall take all reasonable precautions to prevent a breach of privacy by ensuring that the data, as defined by this policy, are secure and safe. In addition, users shall not knowingly commit a breach of privacy and will only use data for the purposes intended in 3.3.
- 4.2 Users who do not comply with this policy and accompanying procedures may be subject to disciplinary actions.
- 4.3 The Director shall ensure operational procedures are implemented to support this policy.

5.0 RESPONSIBILITY

- 5.1 It shall be the responsibility of each user to be aware of and abide by all of the provisions of the Board's policies, procedures and regulations.

6.0 REVIEW AND EVALUATION

- 6.1 The effectiveness of this policy shall be assessed through Trustee, staff and community satisfaction measures.
- 6.2 This policy will be reviewed during the 2019-2020 policy review cycle.

7.0 REFERENCES

- Education Act and Regulations
- Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
- Personal Information Protection and Electronic Documents Act (PIPEDA)
- Criminal Code
- Ontario Human Rights Code
- Copyright Act
- Trade-marks Act
- Ontario College of Teachers Code of Conduct
- A:14 Promoting and Supporting Equity and Inclusion within a Catholic Community
- A:30 Privacy
- A:33 Copyrights – Fair Dealings
- SC:13 Release of Student Information
- SC:15 Code of Conduct
- SC:18 Bullying Prevention and Intervention
- ST:05 Student Discipline Policy
- ST:20 Collection of Personal Information
- T:07 Trustee Code of Conduct