

USE OF INFORMATION TECHNOLOGY RESOURCES

Statement of Policy

The use of Peel District School Board's information technology resources must be in a manner that supports its intended educational and administrative purpose and must comply with relevant legal, contractual, professional and policy obligations, including Policy 78 - Digital Citizenship, Policy 7 - Conduct of Business, Policy 8 - Conflict of Interest and Policy 65 - Code of Conduct.

This policy covers all users of the Board's information technology resources – hardware, software, and content; this includes but is not limited to data networks, systems, computers, mobile devices, telephones, software, internet services, email, data, files, and all content residing in any of these (referred to as "IT resources"). This policy applies to all records of the Board and to the information in those records, regardless of the form or the location.

This policy is aligned with and supports the principles and expectations of the Board's Human Rights policy (Policy 51) and the Equity and Inclusive Education policy (Policy 54). At all times, this policy should be interpreted to be consistent with the Board's policies and the *Human Rights Code*.

Information Preservation and Security

The Board has an obligation to provide accurate, reliable information to authorized recipients and to preserve vital records. The Peel District School Board is dependent on the accuracy, availability, and accessibility of information stored electronically and on the computing and technology resources that store, process, and transmit this information. In addition, records must sometimes be preserved for prescribed periods of time for regulatory and financial requirements, litigation or other legal purposes.

Users are responsible for ensuring that their handling of personnel information is in accordance with Privacy legislation as it pertains to privacy and confidentiality of individuals.

Users who manage or use IT resources of the Board must make every reasonable effort to protect information from unauthorized modification, disclosure, and destruction. Data and software are to be protected, regardless of the form, medium, or storage location of the information. The level of protection shall be commensurate with the risk of exposure and with the value of the information and of the IT resources and technology used.

Some information has additional legal protection, like certain medical information, education records. Please see the list of references provided below for further information.

Interference with IT Resources

Users shall not take unauthorized actions to interfere with, disrupt, or alter the integrity of the Board's IT resources. Efforts to restrict or deny access by legitimate users of the Board's IT resources are unacceptable.

Destruction, alteration, or disclosure without authorization of data, programs, or other content that belongs to others but that is accessed through the Board's IT resources is also prohibited. The Peel District School Board may block an individual or group's access to its IT resources in order to protect its IT resources and the information contained in them.

Privacy of Electronic Communications

The use of the Board's IT resources is restricted to Board business and incidental personal use. Incidental personal use may not interfere with Board work, nor may it result in additional direct cost to the Board. Unauthorized access to and use of PDSB's IT resources violates this policy. Please note that use of a personal device on a Board network constitutes use of Board IT resources and is therefore governed by the same regulations.

Members of the Peel District School Board community should exercise caution to protect information (and particularly personal information) from unauthorized disclosure. Particular caution should be used with electronic communications, due to the ease with which such communications can be intercepted, distributed and accessed without authorization.

Unauthorized interception of electronic communications is prohibited by Board policy. For legitimate legal or business purposes, the Board reserves the right to access electronic or other records (including paper files) without the consent of the individuals having custody of them; examples of these business reasons include access required by law, where the individual is unavailable due to illness, in the course of an investigation, or in cases of alleged misconduct.

Any staff who accesses information from records maintained by another individual without the individual's consent must seek prior approval from the Director or applicable Associate Director, in consultation with the Director of Human Resources Support Services, for such access and related disclosure.

References

Education Act
Ontario Student Record Guideline, 2000
Municipal Freedom of Information/Protection of Privacy Act (MFIPPA)
Personal Health Information Protection Act (PHIPA)
Communications and Community Relations Support Services 2
Curriculum and Instruction Support Services 11
Human Resources Support Services 10
Leadership Development and School Support Services 8

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