

YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i> Human Resources	<i>Policy Number</i> 408
<i>Former Policy #</i> 421	<i>Page</i> 1 of 5
<i>Original Approved Date</i> August 26th, 2003	<i>Subsequent Approval Dates</i> October 11th, 2011

POLICY TITLE: EMPLOYEE ACCEPTABLE USE OF INFORMATION TECHNOLOGY

SECTION A

1. PURPOSE

The York Catholic District School Board (the “Board”) is committed to the safe, equitable and productive use of Information Technology in all its facilities and in support of students’ learning within a Christ-centered school environment, and to maximize professional development and work-related efficiency for all its employees.

2. POLICY STATEMENT

It is the policy of the York Catholic District School Board to provide and maintain Internet and Information Technology access in support of responsible and safe use by Board employees in a manner that is consistent with the Board Vision Statement, Catholic values, and Ministry guidelines.

3. PARAMETERS

- 3.1 It is the expectation of the York Catholic District School Board that all Board employees accessing YCDSB technology and technology services are required to become familiar with and abide by this policy.
- 3.2 All information technology and internet use is to enhance and support learning and teaching or directly related to ongoing employment-related work or Board-sanctioned activities.
- 3.3 The Board recognizes the importance of maintaining the confidentiality of all users of its information technology facilities and assets without compromising the ability to regulate, enforce and promote acceptable use guidelines.
- 3.4 The Board reserves the right to monitor, access and disclose all data and information created, sent and received, processed or stored on Board information technology systems to ensure compliance with Board policies, professional codes of ethics, and municipal, provincial and federal statutes and regulations and laws including but not limited to the Education Act, Ontario College of Teachers Act, Municipal Freedom of Information and Protection of Privacy Act, Child and Family Services Act, Human Rights Code, Copyright Act and the Criminal Code.
- 3.5 All Board employees using YCDSB information technology must adhere to strict ethical and lawful conduct in compliance with Board rules and policies.

- 3.6 All online internet correspondence and interaction between staff and students must be directly related to ongoing coursework or school sanctioned activities.
- 3.7 All Board employees downloading, uploading or sharing information using YCDSB information technology will observe and respect any material that is protected by copyright, patent, trademark, service mark and other applicable laws.
- 3.8 Remote access to the YCDSB network is allowed only by authorised Board personnel for the purpose of completing school or Board-related activities.
- 3.9 All Board employees using the Board information technology are prohibited from engaging in inappropriate or unlawful activities whose examples are listed in Appendix A.
- 3.10 Allegations of unlawful or unacceptable use of the Board information technology will be addressed through established Board policies and procedures, where necessary, disciplinary and/or legal actions including police involvement may be taken in accordance with Board policy and the law.

4. RESPONSIBILITIES

- 4.1 Director of Education
 - To ensure the implementation of this policy throughout the Board.
- 4.2 Administrators (Superintendents, Principals and Managers)
 - To support and assist the Director of Education in reviewing and ensuring that employees are familiar with and adhering to this policy.
 - To notify staff that by accessing Board Information Technology Resources, they are agreeing to the Employee Acceptable Use of Information Technology policy.
 - To inform staff using online social media activities and groups to adhere to ethical standards that align with the Vision Statement, policies and protocols of the YCDSB.
 - To consult with the Superintendents of Education, Schools and the Superintendent of Human Resources on the appropriate actions to take when a Board employee engages in inappropriate and/or illegal use of the internet.
 - To cooperate fully with ongoing investigation by Board staff and/or the police into illegal activities or crime that may have been committed while using the Information Technology systems and network of the Board.
- 4.3 Instructional Services and Human Resources
 - To provide resources and professional development for staff on the safe and equitable access to internet and integration of technology in the workplace, teaching and learning environment.
- 4.4 Information Systems Department
 - To create and implement technological tools for the filtering and blocking of internet and intranet contents that are accessible through YCDSB information technology and network that are illegal, pornographic, obscene, harassing, racist, sexually explicit and inconsistent with the Vision Statement, policies and protocols of the YCDSB.
- 4.5 Board Employees
 - To observe standards of common courtesy and respectful behaviour consistent with the Vision Statement, policies and protocols of the Board and the school community when sending, publishing messages or creating information on the Internet.
 - To understand that as employees of YCDSB, they may access Board information technology including the internet for limited personal use during scheduled breaks (e.g. lunch). However, it is clearly understood that Employee Acceptable Use of Information Technology Policy is still applicable.

- To be aware that they may be subject to disciplinary action, up to and including loss of access to Board system, suspension from work, or discharge from employment, and/or including police involvement for unlawful or unacceptable use of the Board information technology.
- To ascertain and verify the accuracy, veracity, and relevance of downloaded information, application or data to its intended professional or work-related use.
- To acknowledge and fulfill the licensing and copyrights requirements for all documents, applications, and data downloaded from the Internet.
- To immediately report to appropriate administrator or supervisor any accidental breach of or access to pornographic, obscene, illegal or inappropriate material while using Board information technology.
- To observe and adhere to the requirements of the *Municipal Freedom of Information and Protection of Privacy Act*.
- To understand that by accessing the Board's information technology, they acknowledge thoroughly reading the YCDSB Employee Acceptable Use of Information Technology policy understanding it and accepting the information and conditions contained within it.

5. DEFINITIONS

5.1 Employee

- any person employed by the York Catholic District School Board.

5.2 Information Technology

- all forms of technology, portable and non-portable, used to create, store, transmit, and use information in all its forms including but not limited to data, audio, images, motion pictures, multimedia presentations, and other forms (including future inventions and applications) within and outside YCDSB.

5.3 Intellectual property

- the property developed or created in the course of employment or by contractual agreement, and in the absence of a written agreement to the contrary, is owned by the YCDSB.

5.4 Internet

- the global communication system that enables information to be transmitted, received, stored and exchanged through the World Wide Web (www) by a user or group of users using applications such as e-mail and social media.

5.5 Intranet

- the internal network of communication servers owned, operated and regulated by the YCDSB.

5.6 Social media

- interactive online applications such as Facebook, Twitter, Youtube, blogs, wikis et cetera where people are talking, participating, sharing, networking, *and* may be accessed by the wider internet community (Please see YCDSB Web-based Technology and Instruction Guidelines).

5.7 Unlawful activity

- any illegal use of YCDSB information technology. Examples are listed in but not limited to Appendix A.

5.8 YCDSB Network

- infrastructure used to create, transmit, store and review data over an electronic medium and includes, but is not limited to, the YCDSB e-mail system, collaboration systems, databases, internet service, the YCDSB intranet system and YCDSB servers, whether the system is owned or contracted.

6. CROSS REFERENCES

- Web-based Technology and Instruction Guidelines (Draft 2011)
- School Website Development and Communication Protocol (Draft 2011)
- YCDSB Policy Safe Schools (Student Discipline)
- YCDSB Policy Respectful Workplace
- YCDSB Policy Workplace Violence
- YCDSB Policy Use of Surveillance Equipment
- YCDSB Policy Volunteers in Schools
- YCDSB Policy Sexual Harassment (Workplace)

- The Education Act
- Ontario College of Teachers Act
- Municipal Freedom of Information and Protection of Privacy Act
- Child and Family Services Act
- Human Rights Code
- Copyright Act
- Criminal Code
- OCT Ethical Standards for the Teaching Profession
- OCT Standards of Practice for the Teaching Profession

Approval by Board	_____
	<i>Date</i>
Effective Date	_____
	<i>Date</i>
Revision Date	_____
	<i>Date</i>
Review Date	_____
	<i>Date</i>

Unacceptable/Unlawful Use of YCDSB Information Technology

The following is a partial list of examples that includes but is not limited to activities considered unacceptable/unlawful.

Bullying	An attempt to undermine an individual through cruel and humiliating behaviour, including 'cyber-bullying' which is using the internet/intranet to send threatening, obscene, sexually explicit and violent messages that threaten emotional and physical safety of recipient(s).
Child pornography	Accessing, downloading, storing, sharing and distributing any child pornography
Copyright or trademark infringement	Infringing on another person's copyright, trademark, patent, trade secret, without lawful permission
Defamatory libel	A defamatory libel is matter published, without lawful justification or excuse, that is likely to injure the reputation of any person by exposing him/her to hatred, contempt or ridicule, or that is designed to insult the person of or concerning whom it is published. <i>Libel and Slander Act</i> .
Disclosing or gathering personal information	Disclosing or gathering personal information in a manner inconsistent with the <i>Municipal Freedom of Information and Protection of Privacy Act</i> .
Gambling and lotteries	Uploading funds to online gambling or lottery sites, making bets or playing the games that they offer, and then cashing out any winnings
Hacking and other unauthorised access	Includes but not limited to using the computer to carry out sabotage, gain unlawful entry into encrypted sites, acquiring and disseminating private information, creating and disseminating computer viruses, stealing information and trade secrets, engaging in delinquent game of breaching protected internet sites that compromises the safety of others.
Harassment	The sending of electronic messages and information that cause the recipient(s) to fear for personal safety and that of others.
Hate propaganda	Communicating messages that promote or incite hatred against an identifiable group that is likely to lead to a breach of the peace—e.g. homophobic messages, racist comments and jokes, violent gender-specific messages.
Inappropriate communication with minors	Communicating, soliciting or sending sexually suggestive, emotionally laden, and intrusive personal messages to minors for any reason.
Intellectual property	Infringing on another person's property without lawful permission.
Interception of private communication or electronic mail	Unauthorised entry into the password protected e-mail and/or the interception of private electronic communication intended for someone else
Obscenity	Creating, acquiring, sharing, publishing and distributing any obscene material including pornography.
On-line Video Gaming	Participating in on-line "video gaming", while using YCDSB information technology.
Personal financial gains	Any use of Board information technology for commercial transactions, advertising, solicitation and financial gain.
Vandalism	Deliberately damaging or causing to be damaged Board information technology, for example routers, modems, wireless et cetera including but not limited to physical technology equipment, internet /intranet resources, online traffic flow, internet filters and firewalls, websites etc...