



## YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> <b>Human Resources</b>	<i>Policy Number</i> <b>408</b>
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**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 govern the proper use of technology and electronic communication 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. Such access shall be understood to be by way of personally owned electronic devices and/or board-owned equipment.

#### 3. PARAMETERS

- 3.1 The York Catholic District School 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.
- 3.2 Employees using the York Catholic District School Board information technology, whether at school or remotely, shall adhere to strict ethical and lawful conduct in compliance with Board policies, procedures and guidelines.

- 3.3 It is the expectation of the York Catholic District School Board that all Board employees accessing York Catholic District School Board technology and technology services are required to become familiar with and abide by this policy.
- 3.4 Employees downloading, uploading or sharing information using the York Catholic District School Board information technology, whether on Board property or remotely, shall observe and respect any material that is protected by copyright, patent, trademark, service mark and other applicable laws.
- 3.5 The York Catholic District School 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*.
- 3.6 Allegations of unlawful or unacceptable use of the York Catholic District School 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 York Catholic District School Board policy and the law.
- 3.7 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.
- 3.8 All online internet correspondence and interaction between staff and students must be directly related to ongoing coursework or school sanctioned activities.
- 3.9 All York Catholic District School Board employees using the York Catholic District School Board information technology are prohibited from engaging in inappropriate or unlawful activities whose examples are listed in Appendix A.
- 3.10 Remote access to the York Catholic District School Board network is allowed only by authorized York Catholic District School Board personnel for the purpose of completing school or Board-related activities.

## **4. RESPONSIBILITIES**

### **4.1 Director of Education**

- 4.1.1 To oversee compliance with the Employee Acceptable Use of Information Technology Policy and Guidelines.

## **4.2 Senior Administration**

- 4.2.1 To support and assist the Director of Education in reviewing and ensuring that employees are familiar with and adhere to the Employee Acceptable Use of Information Technology Policy and Guidelines.
- 4.2.2 To notify staff that by accessing Board Information Technology Resources, they are agreeing to the Employee Acceptable Use of Information Technology policy.
- 4.2.3 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 York Catholic District School Board.
- 4.2.4 To consult with the immediate supervisor and the Superintendent of Employee Relations on the appropriate actions to take when a Board employee engages in inappropriate and/or illegal use of the internet.
- 4.2.5 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 Information Systems Departments**

- 4.3.1 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**

- 4.4.1 To create and implement technological tools for the filtering and blocking of internet and intranet contents accessible through York Catholic District School Board information technology and network - that are illegal, pornographic, obscene, harassing, racist, sexually explicit and inconsistent with the Vision Statement, policies and protocols of the York Catholic District School Board.

## **4.5 Board Employees**

- 4.5.1 To understand that by accessing the York Catholic District School Board's information technology and network, they acknowledge thoroughly reading the York Catholic District School Board Employee Acceptable Use of Information Technology policy understanding it and accepting the information and conditions contained within it.
- 4.5.2 To observe standards of common courtesy and respectful behaviour consistent with the Vision Statement, policies and protocols of the York Catholic District School Board and the school community when sending, publishing messages or creating information on the Internet.
- 4.5.3 To understand that as employees of the York Catholic District School Board, they may access Board's information technology and network 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.

- 4.5.4 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 York Catholic District School Board information technology.
- 4.5.5 To ascertain and verify the accuracy, veracity, and relevance of downloaded information, application or data to its intended professional or work-related use.
- 4.5.6 To acknowledge and fulfill the licensing and copyrights requirements for all documents, applications, and data downloaded from the Internet.
- 4.5.7 To immediately report to the appropriate administrator or supervisor any accidental breach of or access to pornographic, obscene, illegal or inappropriate material while using York Catholic District School Board information technology.
- 4.5.8 To observe and adhere to the requirements of the *Municipal Freedom of Information and Protection of Privacy Act*.

## **5. DEFINITIONS**

### **5.1 Employee**

Any individual employed by the York Catholic District School Board to perform services in exchange for a salary or an hourly wage on a casual, temporary or permanent basis.

### **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 York Catholic District School Board.

### **5.3 Intellectual property**

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 York Catholic District School Board.

### **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 York Catholic District School Board.

### **5.6 Senior Administration**

For the purpose of this policy, Senior Administration will include all Superintendents of Education, School Administration, Senior Managers and

Managers who have direct supervisory responsibilities for a group of employees.

**5.7 Social Media**

Any interactive online activity where people are talking, participating, sharing, networking, and may be accessed by the wider internet community.

**5.8 Unlawful activity**

Any illegal use of York Catholic District School Board information technology. Examples are listed in but not limited to Appendix A.

**5.9 York Catholic District School Board Network**

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

**6. CROSS REFERENCES**

YCDSB Policy 501 Respectful Workplace  
YCDSB Policy 503 Sexual Harassment (Workplace)  
YCDSB Policy 504 Workplace Violence  
YCDSB Policy 601 Volunteers in Schools  
YCDSB Policy 705 Use of Surveillance Equipment  
YCDSB School Website Development and Communication Protocol, 2011  
YCDSB Web-based Technology and Instruction Guidelines  
*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*

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**Unacceptable/Unlawful Use of  
York Catholic District School Board 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 unauthorized 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, intentionally 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	Unauthorized 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 York Catholic District School Board information
Personal financial gains	Any use of York Catholic District School 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 etc., including but not limited to, physical technology equipment, internet /intranet resources, online traffic flow, internet filters and firewalls, websites etc...