



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 9
<i>Original Approved Date</i>	<i>Subsequent Approval Dates</i>
August 26, 2003	October 11, 2011 December 17, 2013 January 26, 2021 August 31, 2021

**POLICY TITLE: DIGITAL DISCIPLESHIP:
ACCEPTABLE USE OF TECHNOLOGY**

SECTION A

1. PURPOSE

In support of its ongoing commitment to excellence in Catholic Education and to ensure that all Users are responsible digital disciples, the Board regulates the use of technology on all school Board premises or while working remotely.

2. OBJECTIVE

It is the policy of the York Catholic District School Board to regulate the use of technology and electronic communication for all Users in a manner that is consistent with the Board's Mission, Vision and Core Values and all applicable Provincial/Federal legislation.

3. PARAMETERS

- 3.1 The York Catholic District School Board recognizes the importance of maintaining the confidentiality of all Users of its technology facilities and assets when used for non-work purposes without compromising the ability to regulate, enforce and promote acceptable use guidelines.
- 3.2 It is the expectation of the York Catholic District School Board that all Users accessing York Catholic District School Board Technology shall become familiar with and fully comply with this Policy. This Policy applies to the use of Board Technology for work purposes, and for non-work purposes when the use can affect the school environment. Use of Board Technology constitutes agreement

- with the terms of this Policy and accompanying guidelines. Failure to comply with this Policy may result in discipline, including termination from employment.
- 3.3 Where an administrator or supervisor has reasonable and probable grounds, as further defined in the guidelines, to believe that there has been a use of Technology that contravenes the expectations outlined in this or any other Board policy or procedure, professional code or standard, statute or regulation, the administrator/supervisor with the prior approval from Senior Administration shall have the right to initiate an investigation and/or facilitate such action.
 - 3.4 Illegal activities using Technology is strictly prohibited. Where illegal use is suspected, the police will be contacted. Board employees will fully cooperate with any police investigation. Some examples of illegal activities are listed in Appendix A.
 - 3.5 It is the expectation of the York Catholic District School Board that all Users shall maintain the confidentiality and privacy of Board data and personal information collected by the Board. Users shall be responsible for compliance with the Ontario Student Record Guidelines and if applicable, the *Municipal Freedom of Information and Protection of Privacy Act*, the *Personal Health Information Protection Act* and/or Board Policy 112 *Privacy and Freedom of Information*. Users who suspect that personal information or personal health information has been compromised or suspect a privacy breach shall notify the Privacy or Chief Information Officer.
 - 3.6 It is the expectation of the York Catholic District School Board that all Users of Board Technology, whether downloading, uploading or sharing information 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 and adhere to ethical and lawful conduct in compliance with Board policies, professional codes of ethics, and municipal, provincial and federal law.
 - 3.7 It is the policy of the York Catholic District School Board that remote access to the Board's Technology is permitted only for authorized York Catholic District School Board personnel for the purpose of completing work-related activities.
 - 3.8 It is the expectation of the York Catholic District School Board that all Users understand that the Board retains ownership of intellectual property created for work-related purposes or where the Board's Technology resources or expertise are used to create a product or practice.
 - 3.9 It is the expectation of the York Catholic District School Board that all Users shall take the necessary steps to stay informed on how to be cyber aware and cyber safe, including by participating in relevant training.

- 3.10 It is the expectation of the York Catholic District School Board that all Users shall be responsible for exercising good judgement regarding appropriate use and safekeeping of Technology to ensure compliance with Board policies, professional codes of ethics, and municipal, provincial and federal statutes and regulations and laws.
- 3.11 It is the expectation of the York Catholic District School Board that all Users shall use Technology to enhance and support learning and teaching or directly relate to professional duties and responsibilities.
- 3.12 It is the expectation of the York Catholic District School Board that all Users shall not divulge, share or compromise their own or other Users authentication credentials (e.g., passwords, access cards, etc.).
- 3.13 The York Catholic District School Board is not liable for the loss of personal technology brought into the workplace.
- 3.14 Allegations of unlawful or unacceptable use of the York Catholic District School Board Technology shall be addressed through established Board policies and guidelines, where necessary, disciplinary and/or legal actions including police involvement may be taken in accordance with the York Catholic District School Board policy and the law.

4. RESPONSIBILITIES

4.1 Director of Education

- 4.1.1 To oversee compliance with the Digital Discipleship: Acceptable Use of Technology Policy.

4.2 Senior Administration

- 4.2.1 To support the Director of Education in ensuring that employees are familiar with and adhere to the Digital Discipleship: Acceptable Use of Technology Policy.
- 4.2.2 To notify Users that by accessing Board technology, they are agreeing to the Digital Discipleship: Acceptable Use of Technology Policy.
- 4.2.3 To consult with the immediate supervisor, Chief Information Officer and Privacy Officer on the appropriate actions to take when a User engages in inappropriate and/or illegal use of technology.
- 4.2.4 To cooperate fully with ongoing investigation by Board employees and/or police into illegal activities or crime that may have been committed while using the Board Technology.

4.3 Superintendent of Curriculum & Assessment and Chief Information Officer

- 4.3.1 To provide resources and professional development for employee's on the safe, secure, and ethical use of Technology.
- 4.3.2 To review annually the Digital Discipleship: Acceptable Use of Technology Policy, with employee's and all Users.

4.4 Chief Information Officer

- 4.4.1 To create and implement technological tools for filtering and blocking internet and intranet contents accessible through York Catholic District School Board Technology that are illegal, pornographic, obscene, harassing, racist, sexually explicit and/or inconsistent with the Mission and Vision Statement, Core Values, policies and protocols of the York Catholic District School Board.
- 4.4.2 To oversee, in collaboration with relevant services such as legal, privacy and risk management that appropriate guidelines and guidelines are established to assist Board employees and all Users to fulfill their responsibilities as set out in this policy.
- 4.4.3 To oversee the sign-off by all employees of said policy.

4.5 Privacy Officer

- 4.5.1 To oversee in collaboration with the Chief Information Officer appropriate implementation and compliance with the Digital Discipleship: Acceptable Use of Technology.

4.6 Principals/Managers

- 4.6.1 To enforce and uphold the expectations and responsibilities outlined in the Digital Discipleship: Acceptable Use of Technology Policy and Guidelines.
- 4.6.2 To support an investigation where there are reasonable and probable grounds for believing that there has been a breach of Board policy, procedure, professional code or standard, statute or regulation, as further defined in the guidelines of this policy.

4.7 Employees

- 4.7.1 To acknowledge and sign-off that they have fully read and understood the policy, using the required Board process.
- 4.7.2 To comply with the York Catholic District School Board's Digital Discipleship: Acceptable Use of Technology Policy.
- 4.7.3 To observe standards of common courtesy and respectful behaviour consistent with the Mission and Vision Statements, Core Values, policies and protocols of the York Catholic District School Board and the school community when sending, publishing or creating information using board Technology.
- 4.7.4 To acknowledge and agree that any breach of the Policy or Guidelines may result in disciplinary action including but not limited to loss of access to the Board's Technology, and progressive discipline that may include suspension or termination, and that an administrator will contact the police where there is any reason to suspect that a crime has been committed.
- 4.7.5 To understand that by accessing the York Catholic District School Board's technology, they accept, the information and conditions contained within the York Catholic District School Board Digital Discipleship: Acceptable Use of Technology policy.
- 4.7.6 To understand that the York Catholic District School Board, the Digital Discipleship: Acceptable Use of Technology policy is applicable and enforceable whether the Board Information technology is accessed for business or limited personal use during scheduled breaks.
- 4.7.7 To ascertain and verify the accuracy and relevance of content accessed to its intended professional or work-related use.

- 4.7.8 To comply with all, licensing and copyright requirements for all documents, applications, and data downloaded from Board Technology.
- 4.7.9 To immediately report to the appropriate administrator or supervisor any breach of or access to pornographic, obscene, illegal or inappropriate material while using Board Technology.
- 4.7.10 To act as a responsible Digital Disciple, who takes online safety, security and privacy precautions when sharing information with others using Board Technology.
- 4.7.11 To report to an immediate supervisor any hacking, security, safety or privacy related breach or issue.

5. DEFINITIONS

5.1 Digital Disciples

The norms of appropriate, responsible behaviour with regards to the use of Technology guided by the York Catholic District School Board Global Competencies: “Critical Thinking and Problem Solving”, “Innovation, Creativity, and Entrepreneurship”, “Learning to Learn/Self-Awareness and Self-Direction”, “Global Citizenship and Sustainability”, “Communication and “Collaboration”.

5.2 Electronic Communication

Includes, but is not limited to, Internet use, email, SMS (texting), and social media, browsing, publishing or posting on web sites, downloading, accessing or storing files and use of personal electronic devices. In this policy, the word “Technology,” may be used as a synonym for Electronic Communication.

5.4 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.

5.5 Hacking

The unauthorized practice of accessing, modifying or altering computer software, hardware, or networks to accomplish a goal that is considered to be a security breach and outside of the creator’s original objective.

5.6 Illegal activity

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

5.7 Privacy Breach

A privacy breach occurs when personal information is stolen or lost or is collected, used or disclosed without authority. For example, unauthorized copying of data onto a hard drive.

5.8 Personal Electronic Device

Includes any device which electronically communicates, sends, receives, stores, reproduces, or displays voice, text, and/or digital communications or data. This includes, but is not limited to, cellular phones, pagers, smart phones, music and media players, gaming devices, tablets, laptop computers, cameras, video cameras, smart watches, headphones, earbuds, personal medical devices (PMDs), and

personal digital assistants. In this policy, the word “Technology,” may be used as a synonym for personal electronic device.

5.9 Social Media

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

5.10 Technology

Includes, but is not limited to, Board network and infrastructure including wireless and wired services, firewalls, telecom and PBX phone systems, servers, networks, databases, software, business systems, student systems, learning management systems, websites, computers, laptops, workstations, mobile devices, storage devices, audio/video equipment, printers, robotics and online collaborative tools including email, GSuite and social media sites and any personal electronic devices connected to or which has access to the foregoing.

5.11 Users

Includes all YCDSB employees, consultants, contractors, agents, volunteers, partners, guests and authorized individuals who use Board Technology, excluding York Catholic District School Board K-12 students.

6. CROSS REFERENCES

[Child and Family Services Act](#)

[Copyright Act](#)

[Criminal Code](#)

[Education Act](#)

[Human Rights Act](#)

[Municipal Freedom of Information and Protection of Privacy Act](#)

[Ontario College of Teachers Act](#)

[OCT Ethical Standards for the Teaching Profession](#)

[OCT Standards of Practice for the Teaching Profession](#)

YCDSB Policy 112	<u>Privacy and Freedom of Information</u>
YCDSB Policy 113	<u>Intellectual Property</u>
YCDSB Policy 116	<u>Copyright</u>
YCDSB Policy 218	<u>Code of Conduct</u>
YCDSB Policy 223	<u>Bullying Prevention & Intervention</u>
YCDSB Policy 317	<u>Employee Electronic Communications & Social Media</u>
YCDSB Policy 412	<u>Progressive Discipline for Employee</u>
YCDSB Policy 425	<u>Workplace Harassment</u>
YCDSB Policy 427	<u>Workplace Violence</u>
YCDSB Policy 608	<u>Volunteers in Schools</u>
YCDSB Policy 705	<u>Use of Video Surveillance Equipment</u>

YCDSB Digital Discipleship Framework

YCDSB Best Practices for Electronic Communications & Social Media

YCDSB Visual Identity and Branding Manual

Approval by Board	August 31, 2021 Date
Effective Date	September 1, 2021 Date
Revision Date(s)	August 31, 2021 Date
Review Date	September 2026 Date

POLICY TITLE: DIGITAL DISCIPLESHIP: Acceptable Use of Technology

SECITON B: GUIDELINES

1. GROUNDS FOR MONITORING, SEARCHING and INSPECTING

- 1.1 The Board's Policy provides at section 3.3 that where an administrator or supervisor has reasonable and probable grounds to believe that there has been a breach of a Board policy, procedure, professional code or standard, statute or regulation, the administrator/supervisor shall have the right to monitor, search and/or inspect a device for purposes of investigating the suspected breach, whether on a device owned by the Board or the User.
- 1.2 Action shall not be taken by an administrator/supervisor without the prior approval of Senior Administration, which shall in the normal course constitute the Superintendent of Human Resources (or designate) and the Chief Information Officer.
- 1.3 In determining whether there are reasonable and probable grounds to monitor, search and/or inspect a device for the investigation of a suspected breach, Senior Administration shall at all times be guided and informed by the Board's responsibility to maintain a safe and healthy learning environment for students, and an orderly work environment for employees.
- 1.4 Before proceeding with monitoring, searching and inspecting Board Technology, the Board shall weigh User's right to privacy, taking into account the following:
 - 1.4.1 Is the subject matter of the search related to the safety of the school environment;
 - 1.4.2 Does the User have a direct personal interest in the subject matter of the search;
 - 1.4.3 Does the User have a subjective expectation of privacy in the subject matter of the search;
 - 1.4.4 Is the subjective expectation of privacy objectively reasonable having regard to the totality of the circumstances?
- 1.5 Monitoring, searching and/or inspecting Board Technology shall be limited to the **least** intrusive measures necessary to achieve the objectives of the investigation. For greater clarity, the Board shall have no right of access to any feature or domain within a device or account where it would be unreasonable to expect that information related to a breach may be found.
- 1.6 The scope of an investigation shall be reasonably connected to potential impact of the suspected breach on the safety and well-being of students and employees.
- 1.7 The purpose of the investigation may be to support discipline up to and including termination from employment, to restrict access to Board Technology and/or to make changes to the use of Board Technology.
- 1.8 As soon as it is apparent that there is no evidence of a breach, an investigation shall immediately cease.

Appendix A

Unacceptable/Illegal Use of the York Catholic District School Board Electronic Communications & Social Media

The following is a partial list of definitions and examples that include activities considered unacceptable or illegal.

Bullying	An attempt to intimidate an individual through cruel and humiliating behaviour, including 'cyber-bullying' which is used 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 illegal 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 causes 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 but not limited to pornography.
On-line Video Gaming/Gambling	Participating in on-line "video gaming," which is not associated to classroom learning is prohibited; and/or all on-line gambling, while using 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, distributed denial of service (DDOS), websites etc...
Technology/Equipment	York Catholic District School Board Information Technology and/or Equipment used for anything outside of educational purposes is prohibited.