

## 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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- 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 \_\_\_\_\_ on the safe, secure, and ethical use of Technology.
- 4.3.2 To review annually the Digital Discipleship: Acceptable Use of Technology Policy, with \_\_\_\_\_ 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





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<b>Approval by Board</b>	<b>August 31, 2021</b> _____
	<b>Date</b>
<b>Effective Date</b>	<b>September 1, 2021</b> _____
	<b>Date</b>
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	<b>Date</b>
<b>Review Date</b>	<b>September 2026</b> _____
	<b>Date</b>





## 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 - messages that threaten emotional and physical safety of recipient(s).
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