

Toronto District School Board

Policy P088

Title: **ACCEPTABLE USE OF INFORMATION TECHNOLOGY
RESOURCES**

Adopted: April 15, 2015
Revised: March 22, 2017
Reviewed: March 22, 2017
Authorization: Board of Trustees

1.0 OBJECTIVE

- 1.1. To provide users with Information Technology Resources for educational and business purposes dedicated to improving student success, achievement, and well-being.
- 1.2. To provide a safe, nurturing, positive, and respectful learning environment through the use of Information Technology Resources that is in compliance with applicable law, and related TDSB policies and procedures.

2.0 RESPONSIBILITY

Associate Director(s)

3.0 DEFINITIONS

Board is the Toronto District School Board, which is also referred to as the “TDSB”.

Data includes but is not limited to TDSB student records, employee records, confidential, personal, or professional information and communications, or any other electronically formatted information.

External websites include websites that are not created and or controlled by the TDSB.

Information Technology Resources include but are not limited to computers, phones, tablets, cellular/mobile technology, computer applications, email, servers, networks, internet services, internet access including access to external websites, data and any other electronic or communication technology provided by the TDSB that exist today or may be developed in the future regardless of whether or not it may be used as a stand-alone device.

User is any individual authorized to access the TDSB’s Information Technology Resources through any electronic or communication activity by the user with any device (whether or not such device is a personally owned or has been provided by the TDSB) and regardless

of the user's physical location. Users include but are not limited to employees, students, parents, volunteers, visitors, contractors, trustees, or any other authorized individuals.

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4.0 POLICY

- 4.1. The policy and all related procedures apply to all users who access the TDSB's Information Technology Resources.
- 4.2. Users are subject to the expectations of use and standards of behaviour set out in the accompanying operational procedure and any other applicable law, related policies and procedures at all times when accessing TDSB's Information Technology Resources for any purpose.
- 4.3. Users, when accessing external websites, must comply with the Terms of Service of the respective websites and, in the case of students, Principal/Teacher must ensure that any required parent/guardian permission is obtained prior to such use.
- 4.4. The TDSB's Information Technology Resources are intended for educational, instructional or other business related use to facilitate administration and communication.
- 4.5. Users should be cautious when using TDSB's Information Technology Resources. Engaging in personal use is a choice users make that involves the sacrifice of personal privacy when using TDSB's Information Technology Resources. Users wishing to ensure that their personal documents and communications remain private should use their own personal technology resources rather than connecting to or using TDSB's Information Technology Resources.
- 4.6. Users shall take all reasonable precautions to prevent a breach of privacy by ensuring that the data, as defined by this policy, are secure and safe. In addition, users shall not knowingly commit a breach of privacy and will only use data for the purposes intended in 4.3.
- 4.7. The TDSB owns all Information Technology Resources and may access data and information that users create, store, send, or receive when using TDSB's Information Technology Resources in accordance with the accompanying procedure.
- 4.7 The TDSB is not responsible for:
 - 4.7.1 anything accessed by the user through the Information Technology Resources not created, published or authored by the TDSB;
 - 4.7.2 the reliability of the TDSB's Information Technology Resources (i.e. service interruptions);

- 4.7.3 any claims, losses, damages, costs, or other obligations arising from the use of the Information Technology Resource (whether or not accessed by a personal owned device), including but not limited to the loss or damage of user information or personal devices;
- 4.7.4 any additional charges borne by the user to their personal device, or any unauthorized charges borne by the user on a TDSB issued device, when using or attempting to use TDSB's Information Technology Resources.
- 4.8 Users who do not comply with this policy and accompanying procedure will be subject to the appropriate disciplinary actions.

5.0 SPECIFIC DIRECTIVES

The Director has authority to issue operational procedures to implement this policy.

6.0 REFERENCE DOCUMENTS

Education Act

Municipal Freedom of Information and Protection of Privacy Act

Criminal Code

Ontario Human Rights Code

Copyright Act

Trademarks Act

PR585: Board Code of Conduct

P051: Caring and Safe Schools

PR697: Promoting a Positive School Climate

PR702: Progressive Discipline and Promoting Positive Student Behaviour

PR703: Bullying Prevention and Intervention

OCT Code of Conduct

PR572: Email Procedures