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## TERMINOLOGY

**Information Technology Resources:** Include but are not limited to computers, phones, tablets, interactive displays, cellular/mobile technology, peripheral devices, computer applications, email, servers, networks, internet/cloud services, internet access, social media, data, and any other electronic or communication technology provided by the John McGivney School Authority that exist today or may be developed or procured in the future regardless of whether it is hosted by JMCCSA or a third party.

**Personal Electronic Devices (PEDs):** refers to any device which electronically communicates, sends, receives, stores, reproduces, or displays voice/video and/or text communication or data that is not directly owned or managed by the JMCCSA. These include, but are not limited to cellular phones, smart phones, music and media players, gaming devices, iPods, iPads, tablets, laptop computers, and personal digital assistants.

**Cloud Services:** Include any service provided by the School Authority that is hosted on the internet. Examples include but not limited to Gmail/Meet/Classroom, the school IEP engine, Software as a Service (SaaS) applications.

**User:** Any individual authorized to access the JMCCSA's Information Technology Resources through any electronic or communication activity using any device, whether or not such device is personally owned or has been provided by the JMCCSA 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.


**Administrator:** Any individual user that has been granted privileges used to manage or administer JMCCSA Information Technology Resources (system administrators).

## POLICY

This policy and its corresponding procedure establishes John McGivney Children's Centre School Authority (JMCCSA) guidelines for staff, student, and visitor use of PEDs while on school premises. While the JMCCSA recognizes that such devices can play a significant role in learning and staff productivity, several factors need to be considered to ensure that Bring-Your-Own-Device (BYOD) practices are successful, safe and equitable, and do not compromise the security and efficiency of our networks.

The School Authority reserves the right to limit, deny, or revoke access to its Information Technology Resources when the JMCCSA's policies or procedures, contractual obligations, or

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provincial or federal laws appear to be violated or the School Authority determines that it is otherwise appropriate. The School Authority further reserves the right to access and monitor use of Information Technology Resources in accordance with JMCCSA Policies and Procedures, report any unlawful use of Information Technology Resources to law enforcement agencies, and cooperate with any law enforcement investigations as per municipal, provincial, and federal laws including permitting such agencies to examine any part of the Information Technology Resources or Data contained therein.

#### APPLICABLE DOCUMENTS

Document/Form Nbr.	Title
PR2008	<a href="#">BYOD Procedure</a>
P2009	<a href="#">IT Resources Acceptable Use Policy</a>
PR2009	<a href="#">IT Resources Acceptable Use Procedure</a>
P3003	<a href="#">Code of Conduct</a>
Mission & Vision	<a href="#">JMCCSA Mission and Vision Statement</a>
	<a href="#">Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56</a>

EFFECTIVE DATE: February, 2024

LAST REVISION DATE: February, 2024

NEXT REVIEW YEAR: 2027-2028

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