	<p style="text-align: center;">John McGivney School Authority Administration</p>	<p style="text-align: center;">P2009</p>
	<p style="text-align: center;">Acceptable Use of Information Technology Resources Policy</p>	

TERMINOLOGY:

Data: Includes but is not limited to John McGivney School Authority student records, employee records, confidential, personal, or professional information, communications, and usage or monitoring logs.

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.

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).

Personal Information: Recorded information about an identifiable individual, including:

- I. information relating to race, national or ethnic origin, colour, religion, age, sex, sexual orientation, or marital or family status of the individual;
- II. information relating to the education, medical, psychiatric, psychological, criminal, or employment history of the individual or information relating to financial transactions in which the individual has been involved;
- III. any identifying number, symbol, or other particular assigned to the individual;
- IV. the address, telephone number, or other personal contact information of the individual;
- V. the personal opinions or views of the individual except where they relate to another individual;

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	John McGivney School Authority Administration	P2009
	Acceptable Use of Information Technology Resources Policy	

- VI. correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence;
- VII. the views or opinions of another individual about the individual; and
- VIII. the individual's name if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual. (Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56).

POLICY:


The John McGivney School Authority views the safe and effective use of technology as essential for teaching, learning, communication, and administrative functions. All technology shall be used in support of the School Authority's vision, mission, and strategic goals. All technology will be used to support our primary purpose of educating students through teaching and the administrative functions of the School Authority. The School Authority commits to protecting the confidentiality, integrity, and availability of the School Authority's Information Technology Resources and recognizes that such protection of resources is a shared responsibility between the School Authority and Users of its Information Technology Resources. This policy and its accompanying procedures apply to the School Authority's Information Technology Resources owned or leased by the John McGivney School Authority and all authorized Users at the School Authority, as well as the use of personal mobile and computing devices.

The School Authority owns all Information Technology Resources and may access data and information that users create, store, send, or receive when using JMCCSA's Information Technology Resources in accordance with the accompanying procedures. The JMCCSA is **not** responsible for:

- I. anything accessed by the user through the Information Technology Resources not created, published, or authored by the JMCCSA
- II. any claims, losses, damages, costs, or other obligations arising from the use of the Information Technology Resources (whether or not accessed by a personal owned device), including but not limited to the loss or damage of user information or personal devices; and
- III. any additional charges borne by the user to their personal device, or any unauthorized charges borne by the user on a JMCCSA issued device, when using or attempting to use the JMCCSA's Information Technology Resources.

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

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	John McGivney School Authority Administration	P2009
	Acceptable Use of Information Technology Resources Policy	

obligations, or 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
PR2009	Acceptable Use of Information Technology Resources Procedure
P2008	Bring-Your-Own-Device (BYOD) Policy
PR2008	Bring-Your-Own-Device (BYOD) Procedure
P2010	IT Security Policy
PR2010	IT Security Procedure
P3003	Code of Conduct
Mission & Vision	JMCCSA Mission and Vision Statement
	Municipal Freedom of Information and Protection of Privacy R.S.O. 1990, c.M.56

EFFECTIVE DATE: February, 2024

LAST REVISION DATE: February, 2024

NEXT REVIEW YEAR: 2028-2029

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