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|  | John McGivney School Authority Administration | P2011 |
| | User Access and Management Policy | |

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 (IT) 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;
- 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;

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- 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

Protecting access to IT systems and applications is critical to maintain the integrity of the John McGivney School Authority (JMCCSA) technology and data and to prevent unauthorised access to such resources. Access to JMCCSA systems must be restricted to only authorized users or processes, based on a zero-trust security framework in which access is provided to users or processes only to the extent required to perform necessary tasks and duties. This Policy and its corresponding Procedure apply to all JMCCSA IT Resources and all JMCCSA employees, students, contractors, visitors, agents, and authorized Users.

APPLICABLE DOCUMENTS

| Document/ Form Nbr. | Title |
|------------------------|--|
| PR2011 | User Access and Management Procedure |
| P2008 | Bring Your Own Device (BYOD) Policy |
| PR2008 | Bring Your Own Device (BYOD) Procedure |
| Mission & Vision | JMCCSA Mission and Vision Statement |

EFFECTIVE DATE: February, 2024

LAST REVISION DATE: February, 2024

NEXT REVIEW YEAR: 2026-2027

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