

# Toronto District School Board

Policy P088

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

Adopted: April 15, 2015

Revised:

Reviewed:

Authorization: Board

## 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

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

*Information Technology Resources* include but are not limited to computers, phones, tablets, cellular/mobile technology, computer applications, email, servers, networks, internet services, internet access, 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.

## 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. The TDSB's Information Technology Resources are intended for educational, instructional or other business related use to facilitate administration and communication.
- 4.4. 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.
- 4.5. 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.
- 4.6. 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  
Trade-marks 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