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| **REPORT TO:** | Policy Working Committee |
| | Public or In-Camera (for Board Meetings only): N/A |
| **TITLE OF REPORT:** | 5017/a Information Technology Policy and Procedures Revisions |
| **PRESENTERS:** *(list ONLY those attending the meeting)* | Carolyn Glaser, General Manager Information Technology Services<br>Jim Bobier, Project Manager Information Technology Services |
| **REPORT AUTHORS:** | Carolyn Glaser, General Manager Information Technology Services<br>Jim Bobier, Project Manager Information Technology Services |
| **PRESENTED FOR:** | Input/Advice |
| **Recommendations:** *(only required when presented for approval)* | That the Policy Working Committee send the revisions to the Information Technology Policy (5017) and Information Technology Security Procedure (5017a) for public input. |
| **Purpose:** *(include context)* | Policy 5017 Information Technology and Procedure 5017a Information Technology Security have not been updated in approximately ten years. During this time, technology has changed dramatically, necessitating updates to these documents to reflect the current technological landscape and best practices. The updates to Policy 5017 and Procedure 5017a aim to enhance the security and responsible use of information resources within the Thames Valley District School Board (TVDSB).<br><br>Additionally, the updates to Policy 5017 and Procedure 5017a involve integrating Procedure 9037 Corporate Email and Procedure 9056 Use of Commercial Electronic Message into these policies and procedures. This integration allows for Procedures 9037 and 9056 to be rescinded, ensuring a more streamlined and comprehensive approach to managing information technology and security within TVDSB. By consolidating these procedures, TVDSB can reduce redundancy, improve efficiency, and ensure that all information technology policies are aligned with current legislative requirements and best practices.<br><br>All drafts have been distributed to all relevant individuals for their review and feedback. The feedback received has been thoroughly reviewed, and where appropriate, it has been incorporated into the draft policy and procedures. |
| **Content:** | Summary of updates to Policy 5017 and Procedures 5017a, 9037 and 9056 are detailed as follows:<br><br>    Policy 5017 Information Technology |

- The policy emphasizes the importance of digital information, information systems, educational technology, and internet connectivity in enhancing teaching and learning. It ensures that all information resources are used securely and in alignment with TVDSB's educational goals.
- The policy applies to all staff, students, and authorized users accessing TVDSB information resources. It mandates compliance with the Information Technology Security Procedure, the Information Technology Appropriate Usage and Electronic Monitoring Procedure, and other relevant policies and laws.
- The Information Technology Services Department is responsible for monitoring and reviewing the policy to ensure alignment with legislative changes, information technology practices, and Ministry of Education directives.

Procedure 5017a Information Technology Security
- The procedure aims to safeguard TVDSB's information resources through appropriate and consistent cyber protection measures. It highlights the shared responsibility of all staff in managing cyber risks and ensuring the privacy and security of information.
- The procedure includes comprehensive definitions of terms such as cyber protection, cyber security, cyber/online safety, digital/online privacy, and cyber threats.
- Staff supervisors are accountable for informing staff about the procedures and ensuring compliance. The Information Technology Services staff will manage the IT infrastructure and implement cyber protection initiatives.
- The procedure outlines various cybersecurity protocols, including identity and access management, data loss prevention, vulnerability assessments, and disaster recovery plans. It also emphasizes the importance of regular cyber awareness and data protection training for TVDSB users.
- The ITS Department is responsible for monitoring and reviewing the procedure to ensure alignment with legislative changes, information technology practices, and Ministry of Education directives.

Procedure 9037 Corporate Email
- This procedure was designed to manage the use of corporate email within TVDSB.
- Relevant content to ensure that email communication is secure and compliant with relevant policies and regulations has been incorporated in the updated 5017a Information Technology Security Procedure.
- The procedure is recommended to be rescinded.

Procedure 9056 Use of Commercial Electronic Message

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| | • This procedure was designed to regulate the use of commercial electronic messages within TVDSB<br>• Relevant content to ensure compliance with anti-spam legislation and protecting recipients from unsolicited messages has been incorporated in the updated 5017a Information Technology Security Procedure.<br>• The procedure is recommended to be rescinded.<br><br>The updates to Policy 5017 and Procedure 5017a, along with the integration of relevant content from Procedures 9037 and 9056, aim to enhance the security and responsible use of information resources within TVDSB. These changes ensure that the policy and procedure are aligned with current legislative requirements, best practices in information technology, and the educational goals of TVDSB.<br><br>The revisions to Policy 5017 and Procedures 5017a, 9037 and 9056 were presented to the Equity and Inclusive Education Committee on December 18, 2024. The comments received from the Committee are noted below and have been addressed.<br>• The Committee did not see any equity-related concerns with the policy.<br>• The Committee advised that section 5.7 of Procedure 5017a was single-spaced, where the rest of the document was double-spaced.<br><br>Policy 5017 and Procedure 5017a were reviewed by Administrative Council on January 20, 2025 meeting to proceed to the Policy Working Committee meeting on February 11, 2025. |
| **Financial Implications:** | NA |
| **Timeline:** | Policy Working Committee will review on February 11, 2025. |
| **Communications:** | Not applicable until the final versions of the policy and procedure are approved.  If approved, the updated policy and procedures will be communicated via the policy and procedure system email. |
| **Appendices:** | APPENDIX A – Policy and Procedure checklist for 5017 and 5017a<br>APPENDIX B - EIE Review Summary - 5017 Information Technology Policy<br>APPENDIX C – TRACK CHANGES - 5017 Information Technology Policy<br>APPENDIX D - CLEAN - 5017 Information Technology Policy<br>APPENDIX E - EIE Review Summary - 5017a Information Technology Security Procedure<br>APPENDIX F - TRACK CHANGES - 5017a Information Technology Security Procedure<br>APPENDIX G - CLEAN 5017a Information Technology Security Procedure |

| | APPENDIX H - 9037 Corporate Email Procedure |
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| | APPENDIX I - 9056 Use of Commercial Electronic Messages Procedure |

**Connection to Strategic Directions:**

We value students' individual educational paths and provide the tools and resources necessary for student achievement including students with special education needs: Yes

To support student achievement, our schools and workplaces must be safe spaces for all: Yes

Our goal is to become Ontario's leader in education by fostering a culture of innovation and excellence: Yes

To inform our decision-making, we will build positive, trusting relationships across our district by increasing community engagement that is accessible, accountable, and transparent: Choose an item.