

Policy and Procedure Review

Policy and/or Procedure Name: * 5017 – Information Technology Policy / 5017a
- Information Technology Security Procedure

New or Existing Policy/Procedure: * New
 Existing

Who is expected to follow the procedure/to whom does the procedure apply/who is impacted? *

- Employees
- Students/Families/Parents/Guardians
- Trustees
- External groups/individuals to TVDSB

CONSULTATION

In considering those impacted, the following have been consulted in the development/revision of this policy/procedure:

Advisory Committees:

- Thames Valley Student Advisory Council (TVSAC)
- Thames Valley Parent Involvement Committee (TVPIC)
- Special Education Advisory Committee (SEAC)
- First Nations Advisory Committee (FNAC)

School Administrators:

- Thames Valley Secondary School Administrators' Council
- Thames Valley Administrators' Committee Elementary

Employee Groups

- | | |
|---|---|
| <input checked="" type="checkbox"/> CUPE 4222 | <input checked="" type="checkbox"/> CUPE 7575 |
| <input checked="" type="checkbox"/> ETFO | <input checked="" type="checkbox"/> OPC |
| <input checked="" type="checkbox"/> OSSTF | <input checked="" type="checkbox"/> PSSP |
| <input checked="" type="checkbox"/> AAPSP | <input checked="" type="checkbox"/> Manager's Association |
| <input type="checkbox"/> President's Council | <input checked="" type="checkbox"/> Other |

CEI

Departments:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Human Resources | <input checked="" type="checkbox"/> Finance |
| <input checked="" type="checkbox"/> Learning Support Services | <input checked="" type="checkbox"/> Facility Services |
| <input checked="" type="checkbox"/> Corporate Services/Records | <input checked="" type="checkbox"/> Communications |
| <input checked="" type="checkbox"/> Diversity and Equity | <input checked="" type="checkbox"/> Health and Safety |
| <input checked="" type="checkbox"/> International Education | <input type="checkbox"/> Other |

Other:

- Thames Valley Council of Home and School Associations
- Relevant Community Organizations
- Accessibility Working Group
- Indigenous Education Working Group
- Culture For Learning Advisory Committee (CFLAG)
- Other

In addition or instead of face to face consultation, I invited feedback by email from the following: The Employee Groups and Departments, checked above, were emailed requesting feedback.

I recommend the following period of time for public input to gather additional feedback from the general community: *

- None
 30 days
 60 days

Rationale:

Please note that 9037 – Corporate Email Procedure and 9056 – Use of Commercial Electronic Message Procedure have been consolidated into 5017 - Information Technology Policy and 5017a - Information Technology Security Procedure. Consequently, the rescission of Policies 9037 and 9056 is being requested.

EQUITY AND INCLUSION

The 2018-2021 TVDSB Strategic Plan states the Board's intention to: • Create opportunities for equitable access to programs and services for students • Ensure students and all partners feel heard, valued and supported • Provide programs and services that embrace the culture and diversity of students and all partners. With these strategic goals in mind, please consider the following with respect your policy/procedure.

The policy/procedure: *

- Draws a distinction between groups of individuals
 Treats certain individuals or groups differently than others
 Disproportionately disadvantages or negatively impacts any group or individual
 Confers a particular privilege or benefit on a group(s) not shared by others
 None of the above

The policy/procedure Yes
relates to the delivery No
of a TVDSB program
or service: *

I anticipate Yes
challenges with No
respect to the Unsure
implementation of
this
policy/procedure *

RECORDS MANAGEMENT

There are forms, Yes
referred to in the No
procedure, that will
be used to collect
personal
information *

LEGAL

Legal consultation typically is not required for most policies and procedures. If you determine a legal review is required, for all or any part of the policy/procedure, please formulate the legal question you have in advance of approaching counsel.

Did you consult No, it was not necessary
legal? * Yes

SUBMITTING TO EIE

Submitted By: * Carolyn Glaser

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Upload Documents: * [Please upload your policy and procedure documents here \(word or pdf versions are accepted\)](#)

[5017 Policy and 5017a Procedure.zip](#) 2.22MB