APPENDIX C

Thames Valley
District School Board

Title: **INFORMATION TECHNOLOGY POLICY**	Policy No.: **5017** Effective Date: **2013 Nov 12**

Department: Organizational Support Services

Reference(s):   Information Technology Security Procedure
Information Technology Appropriate Usage
and Electronic Monitoring Procedure

~~Information Technology Policy~~

~~Intent~~

~~Thames Valley District School Board (TVDSB) acknowledges that digital information, information systems, educational technology, and internet connectivity are crucial components of the K-12 education system. This technology plays a significant role in enhancing and enriching teaching and learning in schools. TVDSB is responsible for managing Information Resources to ensure the security of information stored on its systems.~~

~~This policy outlines that all TVDSB Information Resources are to be utilized in compliance with the relevant policies, procedures, and applicable laws to maintain security and appropriate usage.~~

~~Definitions~~

~~**Information Resources** include but are not limited to TVDSB's information technology services, TVDSB assigned email and network accounts, electronic data, application systems, facilities, wired and wireless networks, and technology equipment and infrastructure that TVDSB owns, operates, or sources from external parties, for the use of students, employees and other authorized users.~~

~~Objective of Policy~~

~~The policy ensures that technology is used responsibly and securely to enhance educational outcomes while complying with established guidelines and legal requirements. This means that~~

all Information Resources should be used securely and in alignment with the educational goals of the TVDSB.

Roles and Responsibility

Cyber risk management is a shared responsibility of all TVDSB staff, including school administrators,
It is the policy of the Board that Information Technology be used in a manner that is in support of education and educational research and is consistent with the educational goals of the Thames Valley District School Board, while maintaining security of the system and data at all times.

All of the Board's Information Resources are to be used in a manner that is consistent with this Policy and the Information Technology Security Procedure and Information Technology Services (ITS).

The Director of Education and the General Manager of Information Technology Services are accountable for managing cyber risks.

This policy applies to all TVDSB staff, students and authorized users accessing TVDSB Information Resources.

Information Technology Policy Directives

TVDSB has the right, and without the consent of the employee, student, or other user using TVDSB Information Resources, to monitor any and all of the aspects of its usage.

Cyber protection will be implemented to ensure the security and safety of TVDSB students and TVDSB staff, while also complying with legislative requirements, and cybersecurity protocols and standards, as set out by, national and international cybersecurity organizations.

TVDSB is committed to a process of continuous monitoring, assessment, reflection, renewal, and improvement as cyber protection standards continue to evolve.

Appropriate safeguards will be implemented to protect the privacy and cyber security of students and TVDSB staff accessing TVDSB Information Resources.

The effort to apply these safeguards will be proportionate to the potential harm or injury that could result if confidentiality, integrity, and availability are not assured.

Information Resources must be used appropriately, and inappropriate use is not permitted.

All students and staff shall practice responsible and ethical behaviour and understand their accountability for the protection of Information Resources that are received, created, or maintained on behalf of TVDSB.

Staff have a duty of care to take reasonable steps to protect students from harm encountered when accessing TVDSB Information Resources.

~~TVDSB recognizes that cyber risks associated with vendor supply chains, third-party service providers, contractors, and cloud providers are important areas that require coordinated risk mitigation efforts.~~

<ins>Usage and Electronic</ins> Monitoring ~~and Review~~<ins>Procedure, any other applicable Board policies and procedures, as well as any applicable laws.</ins>
~~The monitoring and review of this Policy is based on the objectives outlined in Section 3.0. The Information Technology Services Department will be responsible for monitoring and reviewing this Policy to ensure alignment with legislative changes, information technology practices and/or Ministry of Education directives.~~

Administered By:	**Department that Administers the policy**
Amendment Date(s): 2012 Sep. 11, 2012 Dec. 18, 2022 Oct 03	
Most Recent EIE Review Date:	