

Information Technology Policy

Policy Number:	5017
Policy Owner:	Information Technology Services
Effective Date:	2013 November 12
Amendment Dates:	2012 September 11, 2012 December 18, 2022 October 03, 2025 April 22
EIE Review Date:	2024 December 18
Resources:	• TVDSB Information Technology Security Procedure (5017a) • TVDSB Information Technology Appropriate Usage and Electronic Monitoring Procedure (5017b)

1. Intent

- 1.1. 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.
- 1.2. 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.

2. Definitions

- 2.1. **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.

3. Objective of Policy

- 3.1. 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.

4. Roles and Responsibility

- 4.1. Cyber risk management is a shared responsibility of all TVDSB staff, including school administrators, and Information Technology Services (ITS).
- 4.2. The Director of Education is authorized to issue operational processes and guidelines to implement this policy and related procedures, consistent with legislation, regulations and other entrusted responsibilities from the Board of Trustees.
- 4.3. This policy applies to all TVDSB staff, students and authorized users accessing TVDSB Information Resources.

5. Information Technology Policy Directives

- 5.1. 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, as detailed in TVDSB Information Technology Appropriate Usage and Electronic Monitoring Procedure 5017b.
- 5.2. TVDSB is committed to a process of continuous monitoring, assessment, reflection, renewal, and improvement as cyber protection standards continue to evolve.
- 5.3. Appropriate safeguards will be implemented to protect the privacy and cyber security of students and TVDSB staff accessing TVDSB Information Resources.
 - 5.3.1. 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.

- 5.4. Information Resources must be used appropriately, and inappropriate use is not permitted.
- 5.5. 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.
- 5.6. Staff have a duty of care to take reasonable steps to protect students from harm encountered when accessing TVDSB Information Resources.
- 5.7. 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.

6. Monitoring and Review

- 6.1. 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. The Information Technology Services Department will report on safeguarding personal and sensitive information and the promotion of safe online practices.