



Niagara Catholic District School Board
**ELECTRONIC COMMUNICATIONS
SYSTEMS POLICY (EMPLOYEES)**
STATEMENT OF GOVERNANCE POLICY

200 – Human Resources

Policy No 201.12

Adopted Date: January 31, 2006

Latest Reviewed/Revised Date: October 23, 2018

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board (the “Board”), the Board provides access to, and recognizes the value of, staff utilizing electronic communications systems to share information and knowledge in support of the Board's mission.

Electronic communications systems and all data and messages generated on or handled by Board equipment are considered to be the property of the Board and are not the property of the users of the information technology.

Employees are accountable for the appropriate use of the Board’s electronic communications systems in an ethical and appropriate educational manner, which must be in compliance with all relevant federal and provincial legislation. This includes, but is not limited to, the following: the Education Statutes and Regulations of Ontario, Ontario Charter of Rights and Freedoms, Ontario Code of Conduct; Ontario Human Rights Code and the Municipal Freedom of Information and Protection of Privacy Act and all relevant policies of the Niagara Catholic District School Board.

Employees must make a concerted effort to protect their passwords and not share them with anyone. Employee passwords represent the electronic employee identity and provide access to a wide variety of privileged services, applications and data that should not be accessible by any other person than the employee.

The confidentiality of employee, student, and other personal data must always be maintained.

There is no expectation of privacy on the part of any user when communicating using any of the Board’s electronic communication systems.

Access to the Board's electronic communication services is a privilege that may be wholly or partially restricted by the Board at any time.

Any breaches of this policy may lead to discipline up to and including dismissal.

The Director of Education will establish [*Administrative Operational Procedures*](#) for the implementation of this policy.

References

- [*Canadian Charter of Rights and Freedoms*](#)
- [*Education Statutes and Regulations of Ontario*](#)
- [*Municipal Freedom of Information and Protection of Privacy Act*](#)
- [*Ontario Code of Conduct*](#)
- [*Ontario College of Teachers, Professional Advisory: Maintaining Professionalism-Use of Electronic Communication and Social Media UPDATED, September 2017*](#)
- [*The Ontario Human Rights Code*](#)
- [*Niagara Catholic District School Board Policies/Procedures*](#)
 - [*Records and Information Management Policy \(600.2\)*](#)
 - [*Electronic Communications System \(Students\) \(301.5\) Administrative Operational Procedures*](#)
 - [*Employee Code of Conduct and Ethics Policy \(201.17\)*](#)

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