



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: April 25, 2023

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 using electronic communications systems to share information and knowledge.

This policy addresses both the use of personal and Board-issued devices and communications systems and sets parameters for the acceptable and appropriate use of electronic communications with staff, students, parents/guardians, and the community.

Electronic communications systems and all data and messages generated on or handled by Board equipment are considered to be the property of the Board.

Employees are accountable for the appropriate use of electronic communications systems in an appropriate, ethical, and legal educational manner.

The confidentiality of staff, students, parents/guardians, and the community, and other personal data must always be protected and maintained.

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

The Board has the right to access any piece of Board-issued equipment or review a Board-issued account 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 \(201.17\)*](#)
 - [*Employee Workplace Harassment Policy \(201.7\)*](#)
 - [*Disconnect from Work Policy \(203.5\)*](#)
 - [*Code of Conduct Policy \(302.6.2\)*](#)
 - [*Privacy Policy*](#)

- [Privacy Breach Protocol](#)

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