



YORK REGION DISTRICT SCHOOL BOARD

Policy #195.0, Electronic Monitoring

WORKING DOCUMENT

Executive Summary

The purpose of this policy is to outline the York Region District School Board (the Board) and employees' responsibilities and capabilities regarding electronic monitoring.

What has Changed?

Major changes to the document: New Policy required by amendments to the Employment Standards Act.

Reason for review: New Policy as per government legislation.

Who is affected by these changes and what is the impact on current practice?

Implementation timelines: Immediate.

Lead Superintendent(s)/Subject Matter Expert(s): Chief Technology Strategist, Information Technology Services and Superintendent of Human Resource Services and Chief Negotiator.

Stakeholder Groups with Responsibilities under this Policy and Procedure

- Administrative, Legal, and Trustee Services
- Human Resource Services
- Information Technology Services
- Senior Management Team
- All Board employees

Relationship to Board Priorities

By monitoring employees electronically where necessary, the Board enhances public confidence in order to build and maintain collaborative relationships while ensuring strong ethics at all levels of the Board.

Timelines and Next Steps

This policy is scheduled for first review at the September 13, 2022 Policy and By-Law Standing Committee.

Providing Feedback

Questions about this policy and/or procedure should be raised with your principal, manager or supervisor. If additional clarification is required, principals, managers and supervisors may contact the lead superintendent and/or subject matter expert.

In accordance with [Board Policy 285.0, Board Policies, Procedures and Supporting Documents](#), the Board welcomes all comments and suggestions on Board policy.

Input is an important component of the review process. If you feel a policy and/or procedure needs to be revised, feedback may be submitted through the school council or by submitting the online form. In your response please:

- outline clearly the specific section(s) of the policy and/or procedure in which you are not comfortable,
- suggest specific alternate wording to reflect your position, and
- identify the reason(s) for your concern(s).

Specific recommendations or questions about the review process should be submitted using the online form or sent to the Policy Officer via email at policy.committee@yrdsb.ca, or via telephone at 905-727-0022 extension 2570 or in hard copy at [The Education Centre – Aurora](#).

Contact

Information Technology Services
Human Resource Services
Administrative, Legal, and Trustee Services

Legislative Context

[Employment Standards Act](#)

Related Documents

Policy #194.0 Appropriate Use of Technology
Procedure #NP405.0, Surveillance Systems

It is the expectation of the York Region District School Board that all employees, students and persons invited to or visiting Board property, or partaking/volunteering in Board or school-sponsored events and activities, will respect the policies and procedures of the Board.



Board Policy #195.0 Electronic Monitoring

WORKING DOCUMENT

1. Policy Statement

The purpose of this policy is to outline the York Region District School Board's (the Board) responsibilities and capabilities regarding electronic monitoring.

The Board monitors employee usage of Board technology, systems and services. This includes monitoring email usage, internet usage, and access and use of Board technology systems. Usage is monitored to ensure security, protection and maintenance of computer systems and networks and to protect valuable proprietary information. Personal or private communications transmitted on the Board's electronic information system may be accessed, reviewed, copied, deleted, retained, or disclosed by the Board at any time and without notice to the employee.

Employee usage of Board technology may be reviewed under the following circumstances:

- a) if there are reasonable grounds to suspect misconduct or improper use of Board technology, systems, or equipment;
- b) complying with disclosure requests or orders made pursuant to complying with disclosure requests or orders made pursuant to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA);
- c) regular or special maintenance of electronic information systems;
- d) business-related needs to access the employee's system, for example, when the employee is absent from work or otherwise unavailable;
- e) complying with obligations to disclose relevant information in the course of a legal proceeding; and
- f) when the Board has reason to believe that there has been a violation of policy, or is undertaking an administrative, legal or disciplinary investigation.

Improper usage of technology systems and services may be subject to disciplinary measures up to and including termination.

2. Application

This policy applies to all employees, as defined by the Employment Standards Act, that access and use the Board's technology, systems and services in the course of their work.

3. Responsibilities

3.1 The Chief Technology Strategist is responsible for:

- a) ensuring compliance with this policy;

- b) approving requests to review employee usage of Board technology, systems, or equipment in consultation with the Superintendent of Human Resource Services and Chief Negotiator.

3.2 The Superintendent of Human Resource Services and Chief Negotiator is responsible for:

- a) approving requests to review employee usage of Board technology, systems, or equipment in consultation with the Chief Technology Strategist.

3.3 Senior Management Team members are responsible for:

- a) submitting requests to review employee usage of Board technology, systems, or equipment to the Chief Technology and Superintendent of Human Resource Services and Chief Negotiator; and
- b) reviewing employee usage of Board technology, systems, or equipment if approved to do so.

3.4 Information Technology Services is responsible for:

- a) receiving and processing requests to review employee usage of Board technology.

3.5 All employees are responsible for:

- a) using Board technology, systems, or equipment appropriately in accordance with Policy #194.0 Appropriate Use of Technology.

4. Definitions

4.1 “Electronic monitoring” means any forms of monitoring of Board technology, systems, and services that is done electronically. Examples of electronic monitoring by the Board include:

- a) Using a Global Positioning System (GPS) to track the movement of a fleet vehicle operated by an employee;
- b) Monitoring the websites that employees visit while accessing Board technology;
- c) Filtering of all web and email traffic;
- d) Device management;
- e) Controlling and monitoring access to buildings with Board access cards;
- f) Monitoring internet usage; and
- g) Monitoring use and access of Board technology systems on a personal or corporate device.

For the purposes of this policy, electronic monitoring does not include photographic or video surveillance, which is covered by *Procedure #NP405.0, Surveillance Systems*.

5. Contact

Information Technology Services
Human Resource Services
Administrative, Legal and Trustee Services

6. History

Working Document: October 2022