



# Northeastern Catholic District School Board

## ELECTRONIC MONITORING

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The Northeastern Catholic District School Board (NCDSB) is committed to ensuring information privacy and security for its staff and data systems. The NCDSB also wishes to be transparent in its data security and electronic monitoring policies.

This policy governs the NCDSB's access to data on its network. It also discloses how and under what circumstances the NCDSB may electronically monitor employees as required by Part XI.1 of the Employment Standards Act, 2000.

### REFERENCES

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Education Act

Employment Standards Act

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

Effective Use of Technology (Ontario College of Teachers)

NCDSB Policy

E-24 Personal Information Management

I-1 Video Surveillance

I-2 Responsible Use of Information and Communication Technology

NCDSB Administrative Procedure

APE024 Personal Information Management

API002 Responsible Use of Information and Communication Technology

### DEFINITIONS

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Information and Communication Technology (ICT)

Includes use of hardware networks (computers, mobile devices, telephony, etc.) and related equipment as well as the use of information systems and applications such as computer software, electronic mail, web pages, cloud-based applications and the internet, whether used within the Board or in a way that has a connection to the Board.

Personal Network Device

A device, owned by a User, which has the capability to connect to a computer network, either through a network wire or using a radio designed to connect to a wireless computer network. Examples include: laptops, net books, portable game devices, and cellular telephones

Users

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Any person (employee, student, trustee, visitor) who uses the NCDSB ICT systems and services

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