

**JAMES BAY LOWLANDS
SECONDARY SCHOOL BOARD**

**ADMINISTRATIVE PROCEDURE
GENERAL ADMINISTRATION: NO. 180**

Effective	June 7, 2023
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INFORMATION SECURITY

- Part A Wireless Network Procedure
- Part B Media Content and Advertising Review Procedure
- Part C Authentication / Authorization Control Procedure
- Part D Acceptable Use Procedure
- Part E Portable Media Procedure
- Part F Data Backup and Recovery Procedure
- Part G Secure Information Deletion Procedure
- Part H Disaster Recovery Procedure
- Part I Incident Response Procedure
- Part J Device Secure Configuration Procedure
- Part K 3rd Party Vendor Security Procedure
- Part L Mobile Device Security Procedure

Part A – WIRELESS NETWORK PROCEDURE

1.0 PURPOSE

The purpose of the Wireless Network Procedure is to provide guidelines for secure and efficient use of the wireless network within the James Bay Lowlands Secondary School Board (JBLSSB) and define requirements for connecting to public wireless networks to ensure the integrity, confidentiality, and availability of school board data.

2.0 SCOPE

This procedure applies to all JBLSSB employees, students, contractors, vendors, and guests who use wireless devices to access school board networks, data, and systems.

3.0 PROCEDURE

3.1 Internal Wireless Network Use

3.1.1 JBLSSB will use Wi-Fi Protected Access 2 (WPA2) or stronger for encryption on all internal wireless networks.

3.1.2 The IT department will monitor and perform regular audits of the wireless network to identify and mitigate any security vulnerabilities.

3.2 Public Wireless Network Use

3.2.1. Employees must not access sensitive school board data when connected to public wireless networks unless using secure, encrypted connections such as a Virtual Private Network (VPN).

3.2.2. Employees must ensure public networks use at least WPA2 encryption. If the security level of the public network is unknown, it should not be used.

3.3 Guest Access

Guest access to the school board's wireless network is provided on a separate network that is isolated from the internal network.

4.0 Compliance

Non-compliance with this procedure may result in temporary or permanent loss of wireless network access privileges, disciplinary action, and potential legal action. Any exceptions to this procedure must be approved by the IT Department.

Part B – MEDIA CONTENT AND ADVERTISING REVIEW PROCEDURE

1.0 PURPOSE

The purpose of the Media Content and Advertising Review Procedure is to ensure all media content and advertising materials related to the James Bay Lowlands Secondary School Board (JBLSSB) are reviewed for potential copyright and trademark infringement, and libel or slander, prior to release.

2.0 SCOPE

This procedure applies to all JBLSSB employees, contractors, and third parties creating, developing, or disseminating content on behalf of JBLSSB, including but not limited to advertising materials, press releases, social media posts, and website content.

3.0 PROCEDURE

3.1 Copyright and Trademark Infringement

3.1.1. All content must be original or have the appropriate permissions, licenses, or releases before use. Unauthorized use of copyrighted material or trademarks is strictly prohibited.

3.1.2. The designated Review Team (Board Administration or School Administration) will verify the originality of content and the proper usage of copyrighted or trademarked materials.

3.1.3. Any content suspected of infringement will be removed and not used until necessary permissions or licenses are obtained.

3.2 Libel or Slander

3.2.1. All content must be factual and respectful. Defamatory, false, or misleading statements that could harm the reputation of individuals or organizations are strictly prohibited.

3.2.2. The Review Team will assess the content for potential libelous or slanderous statements.

3.2.3. Any content suspected of libel or slander will be edited or removed.

3.3 Review Process

3.3.1. All content must undergo a review process by the designated Review Team before being released publicly.

3.3.2. The Review Team will verify that content aligns with this procedure and other relevant school board policies.

3.3.3. Content creators must allow sufficient time for the review process to take place before the desired publication date.

4.0 COMPLIANCE

Non-compliance with this procedure may result in disciplinary action up to and including termination of employment or contract, and potential legal action. Any exceptions to this procedure must be approved by the Review Team.

Part C – AUTHENTICATION / AUTHORIZATION CONTROL PROCEDURE

1.0 PURPOSE

The purpose of the Authentication/Authorization Control Procedure is to ensure that access to IT systems used by the James Bay Lowlands Secondary School Board (JBLSSB) is appropriately controlled and managed through a central directory system to protect the integrity, confidentiality, and availability of school board data.

2.0 SCOPE

This procedure applies to all JBLSSB employees, students, contractors, and third parties who access school board systems, networks, or data.

3.0 PROCEDURE

3.1 Central Directory System

3.1.1. All user authentication and authorization will be controlled through a central directory system, such as Active Directory or Azure AD.

3.1.2. The IT department is responsible for the setup, management, and security of the central directory system.

3.2 User Account Management

3.2.1. All users will be assigned a unique identifier (UserID) for their personal and exclusive use.

3.2.2. User access rights will be granted based on the principle of least privilege, providing only those access rights necessary for the execution of an individual's role.

3.3 Authentication

3.3.1. Strong, unique passwords or other secure authentication mechanisms are required for all user accounts.

3.3.2. Multi-factor authentication (MFA) should be used where possible, particularly for access to sensitive systems or data.

3.4 Authorization

3.4.1. Changes to access rights must be reviewed and approved by appropriate personnel.

3.4.2. Access rights will be reviewed regularly to ensure they are still appropriate for the user's current role.

3.4.3. Access rights will be revoked immediately upon termination of employment or when no longer needed.

4.0 COMPLIANCE

Non-compliance with this procedure may result in temporary or permanent loss of access privileges, disciplinary action, and potential legal action. Any exceptions to this policy must be approved by the IT Department.

Part D – ACCEPTABLE USE PROCEDURE

1.0 PURPOSE

The purpose of the Acceptable Use Procedure is to provide guidelines that promote ethical, responsible, and legal use of technology resources within the James Bay Lowlands Secondary School Board (JBLSSB).

2.0 SCOPE

This procedure applies to all JBLSSB employees, students, contractors, and third parties who use, access, or interact with the school board's technology resources and systems.

3.0 PROCEDURE

3.1 Acceptable Use

3.1.1. Technology resources must be used in a manner that supports learning, teaching, and daily operations of JBLSSB.

3.1.2. Users must respect the rights and privacy of others, adhere to all laws and contractual obligations, and maintain integrity, availability, and confidentiality of information.

3.2 Prohibited Use

3.2.1. Users must not use technology resources to engage in activities that are illegal, unethical, harmful, or not in the best interest of JBLSSB.

3.2.2. This includes, but is not limited to, activities such as hacking, cyberbullying, unauthorized access, intentional distribution of malware, and infringing upon copyright and intellectual property rights.

3.3 Internet Safety

3.3.1. Users must follow good internet safety practices, including not revealing personal information online, avoiding inappropriate websites, and reporting any cyber harassment or bullying immediately to an appropriate authority.

3.4 Personal Responsibility

3.4.1. Users are responsible for their actions while using technology resources and must immediately report any violations of this policy to an appropriate authority.

4.0 COMPLIANCE

Violation of this procedure may result in disciplinary action, up to and including termination of employment for staff, termination of contracts for third parties, and legal action. Any exceptions to this procedure must be approved by the JBLSSB Board of Trustees.

Part E – PORTABLE MEDIA PROCEDURE

1.0 PURPOSE

The purpose of the Portable Media Procedure is to establish guidelines for the proper use of removable media, such as USB drives, DVD-R, and CD-R, to protect the confidentiality, integrity, and availability of data collected, stored, and managed by the James Bay Lowlands Secondary School Board (JBLSSB).

2.0 SCOPE

This procedure applies to all JBLSSB employees, contractors, and third parties who use removable media to store, transfer, or access school board data.

3.0 PROCEDURE

3.1 Use of Portable Media

3.1.1. Portable media should be used only when necessary. Whenever possible, secure methods such as secure file transfer protocols or secure cloud storage should be used instead.

3.1.2. All data stored on portable media must be encrypted using a method approved by the IT department.

3.1.3. Portable media must not be used to store sensitive or confidential information unless explicitly authorized by the appropriate authority.

3.2 Management of Portable Media

3.2.1. The IT department will maintain a register of all approved portable media devices.

3.2.2. Users must return portable media to the IT department for secure disposal when no longer needed.

3.2.3. Lost or stolen portable media must be reported immediately to the IT department.

4.0 Compliance

Users found to be in violation of this policy may face disciplinary action, up to and including termination of employment or contract, and legal action. 3.3.2. Any exceptions to this policy must be approved by the IT Department.

Part F – Data Backup and Recovery Procedure

1.0 PURPOSE

The purpose of this Data Backup and Recovery Procedure is to ensure that all critical data and systems within the James Bay Lowlands Secondary School Board (JBLSSB) are appropriately backed up and can be recovered in the event of equipment failure, intentional destruction of data, or a disaster.

2.0 SCOPE

This procedure applies to all JBLSSB data and systems, and to all employees, contractors, and third parties involved in managing and maintaining these data and systems.

3.0 POLICY

3.1 Data Backup

3.1.1. All critical data will be backed up regularly as per the determined schedule, with frequency depending on the nature of the data.

3.1.2. The backups will include all necessary information required to restore system functionality, including system state data, application data, and system and application configuration information.

3.1.3. Backup data will be stored on separate, secure, and reliable media.

3.1.4. Backups will be protected with the same level or better of security as the original data.

3.2 Data Recovery

3.2.1. Data recovery procedures will be regularly tested to ensure they are effective and that they can be completed in a timely manner.

3.2.2. In the event of a system failure or data loss, the IT department will prioritize recovery actions based on the critical nature of the systems and data involved.

3.2.3. Users must immediately report any data loss or system failure to the IT department.

4.0 COMPLIANCE

Non-compliance with this procedure may result in disciplinary action, up to and including termination of employment for staff and termination of contracts for third parties. Any exceptions to this procedure must be approved by the JBLSSB Board of Trustees.

REFERENCE DOCUMENTS**Legal:**

Education Act, Section 169.1 Positive School Climate

Education Act, Section 265 Duties of Principal: Discipline and Care of Pupils and Property

Education Act, Part XIII Behaviour, Discipline and Safety

Ontario Regulation 298 Operation of Schools, section 11: Duties of Principals

Ontario Regulation 298 Operation of Schools, section 20: Duties of Teachers

Ontario Regulation 298 Operation of Schools, Section 23 Requirements for Pupils

Policy/Program Memorandum No. 128 The Provincial Code of Conduct and School Board Codes of Conduct

PPM No. 144 Bullying Prevention and Intervention

PPM No. 145 Progressive Discipline and Promoting Positive Student Behaviour

Ontario Human Rights Code

Criminal Code

Copyright Act

Municipal Freedom of Information and Protection of Privacy Act

Personal Health Information Protection Act

Board:

Board Policy GOV-01 Values, Vision, and Mission

Board Policy GOV-13 Equity and Inclusion

Board Policy GOV-20 Safe School Environment

Board Policy GOV-21 Appeals and Hearings Regarding Student Discipline

Board Policy GOV-22 Ontario North East Region Police/School Board Protocol

Administrative Procedure 379 Progressive Discipline: Students

Administrative Procedure 381 Student Suspension

Administrative Procedure 382 Student Expulsion

Administrative Procedure 480 Progressive Discipline: Employees

Administrative Procedure 530 Staff and Student Use of School Equipment

Form ADMIN 185 Internet Use Application and Agreement

Northern Lights Secondary School Code of Conduct