Consultation Plan
(REFERENCES: POLICY P.110.GOV AND PROCEDURE PR.644.GOV)

OTTAWA-CARLETON
DISTRICT SCHOOL BOARD

DATE:	01 October 2019
PROJECT: (Project name, Letter of Transmittal, etc.)	Consultation regarding the proposed updates to Policy P.074.IT Computer Network Security, Report 19-092
CONTACT / PROJECT LEAD (Name, telephone, email):	Shawn Lehman, Superintendent of Instruction, ext 8391

WHAT?

1.WHAT IS THE PURPOSE OF THE CONSULTATION?
   (Describe project scope, nature of consultation, decision to be made, and any relevant information)

To seek input into the proposed changes to Policy P.074.IT Computer Network Security

WHY?

2.WHY ARE YOU CONSULTING?   (Check all that apply)
_____To seek advice, informed opinion or input for consideration prior to decision-making?
__✓__ To share information and/or create awareness about a subject/potential recommendations/decision yet to be made?
____To share information and awareness about a subject/recommendation/decision that has been made?
____Other? (Please explain)

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3. HOW DOES THIS CONSULTATION LINK TO THE OCDSB STRATEGIC PLAN, DISTRICT IMPROVEMENT PLAN, BUDGET, ANNUAL DISTRICT GOALS AND OBJECTIVES AND/OR RELEVANT MINISTRY / OCDSB POLICIES OR PROCEDURES (if applicable)?

The policy reflects the District's commitment to a Culture of Caring: Champion and nurture a safe, caring and respectful workplace.

The District last wrote and approved Policy P.074.IT Computer Network Security in January 1999. The digital security landscape has evolved considerably during the last 20 years. While technology has to continually evolve to mitigate the technological threats, there is a greater need for awareness for staff and students to be cognizant of threats via social engineering, phishing attacks, email spoofing, etc. The revisions to the computer network security will assist in raising District awareness of security threats to the organization.

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WHO?

4.WHO WILL BE CONSULTED? (Key stakeholders)   (Check all that apply)

OCDSB Community Internal to OCDSB External / Other (please identify)
✓ Students ✓ Trustees_____ Agencies/associations ✓ Parents/guardians ✓Superintendents_____ Community groups ✓School council(s) ✓Principals and/or Vice-principals __General Public
_____ Ottawa Carleton Assembly of School Councils ✓_ Managers_____ Other _____governments
_____ Advisory committees (Specify below)__✓___ District staff_____ Other
_____ Special Education Advisory Committee, etc ✓_ Federations
____✓_ Other Technology Advisory Committee
___✓_Audit Committee

Please describe or expand on who will be consulted and any partners in the consultation:

Information about this consultation will be sent to all school councils through the school council newsletter and to all parents through Keeping You Connected. Interested parents will be invited to share feedback either electronically or at a planned Policy Discussion meeting.

In addition to the parent consultation, the consultation includes targeted outreach to the federations, the Audit Committee, principals, vice-principals and managers, students and staff in Business and Learning Technologies.

5.HAVE ANY OF THESE STAKEHOLDERS BEEN INVOLVED IN INFORMAL CONSULTATION AS PART OF THE DEVELOPMENT OF THIS PLAN?
In accordance with section 4.3 of Policy P.110.GOV, it is expected that informal consultation has taken place with representative stakeholders to obtain their suggestions prior to finalizing this plan. Please describe below. (If this informal consultation did not take place, explain why it was not feasible.)

Staff in Business and Learning Technology has been part of discussions about how to implement the recommendations from the security audit.

HOW?

6.HOW WILL STAKEHOLDERS BE MADE AWARE OF THIS CONSULTATION PROCESS?   (Check all that apply)

____ Media advertisement (print and/or radio)_____   School newsletter
____ Letter distribution___✓___   Website (schools and/or OCDSB sites)
_✓___ School council(s)____✓__ Other - Principal Operations Meeting
____ Ottawa Carleton Assembly of School Councils   __✓____ Keeping You Connected
___✓_ Student Focus Groups   ✓   **School Council Newsletter**
Please describe how stakeholders will be made aware of the consultation process and any special requirements for consultation (translation, alternate formats, etc)?

Information about this consultation will be sent to all school councils through the school council newsletter and to all parents through Keeping You Connected. Interested parents will be invited to share feedback either electronically or at a planned Policy Discussion meeting.

In addition to the parent consultation, the consultation includes targeted outreach to the federations, the Audit Committee, principals, vice-principals and managers, students and staff in Business and Learning Technologies.

7.HOW WILL THE CONSULTATION BE CARRIED OUT? (Check all that apply)

__✓__ Focus groups_____   Ottawa Carleton Assembly of School Councils
____ Interviews___✓___   Public meetings
____ Mail-out or email circulation__✓____   Survey / questionnaire
____ Open houses / workshops / cafes____✓__   Web-based notice / Web-based comments
____ School council(s)___✓___   Other (Audit Committee)
Please describe:
The consultation approach has been targeted to invite participation from those stakeholders who are most likely to provide input to this policy. Recognizing that the subject matter may be of high interest to some stakeholders, the consultation has been designed to allow interested stakeholders to provide input.

Recognizing that the district has several policies and procedures to be reviewed this year, staff is developing a specific page on the district website which will contain information about current policy consultations. There will be a link to this page on school websites. This page will include key background information, timelines for consultation and opportunities for providing feedback.

Information about this consultation will be sent to all school councils through the school council newsletter and to all parents through Keeping You Connected. Interested parents will be invited to share feedback either electronically or at a planned Policy Discussion meeting.

In addition to the parent consultation, the consultation includes targeted outreach to the federations, the Audit Committee, principals, vice-principals and managers, students and staff in Business and Learning Technologies.

CONSULTATION PLAN

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WHEN?		
8. PROJECT PLAN FOR CONSULTATION (KEY ACTIVITIES AND COMMUNICATIONS)[1]: **i.e. Identify plan approval dates; Timelines for awareness of consultation; Specific consultation initiatives; Timelines for analysis;** **Date for Committee/Board deliberation; Evaluation of consultation**		

Targeted DATE FOR FINAL DECISION:		
PROJECTED DATE(S)	**ACTIVITY/MILESTONE**	**NOTES****
Sept 17	DEC - Changes to Policy shared via LOT with consultation plan	DEC LOT with draft revisions
Oct 1	COW presentation of draft policy and consultation plan	
October 2-Nov 25	Community for input - information to go to community website text posted, period for input	
Oct 16	Principal Operations	3 Year Tech Plan - Feedback
Oct 28	Meeting with Federation	OSSTFF, ETFO
Oct 28	Policy Discussion Forum	Parents, Staff and Community Members

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[1]

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Nov. 4 - 8	Student Focus Group	Students in grades 7 - 12 from across the district
Nov 25	Audit Committee	Report to Audit Committee with proposed revisions
Jan 7	COW	Proposed Changes presented for discussion and approval
Jan 28	Board	Proposed Changes presented for discussion and approval

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**In filling out this chart, please note:
- ▪ the materials, reports or resources that will be distributed to stakeholders, either in advance or at the session;
- ▪ any constraints such as necessary deadlines, availability of stakeholders; and
- ▪ the timelines for communicating the outcome/related decisions reached to those consulted.

9. HOW WILL THE RESULTS OF THE CONSULTATION AND THE RATIONALE OF THE FINAL DECISION BE COMMUNICATED TO ALL CONTRIBUTORS TO THE PROCESS? (Check all that apply)

_____ Email circulation_____ School / principal communications / newsletter
_____ Letter distribution_____ Website (schools and/or OCDSB sites)
_____ Letter of Transmittal to committee/Board_____ Media reports
_____ Other
Please describe:
Final Policy will be presented for discussion and approval to Committee of the Whole and Board.

OTHER

10.ESTIMATED COSTS FOR THE CONSULTATION* (i.e. advertising, facilities, translation, materials):

Approximately $500 to cover transportation costs for student focus groups.

* Note that the consulting body bears responsibility for the costs of the consultation.

11.EVALUATION:
Please specify the method(s) you plan to use to assess the effectiveness and success of this consultation process. (e.g., outcomes/results, satisfaction of participants, debriefs, questionnaires/evaluation sheet collected from participants, peer review, school council meeting discussion with date, etc.)

Questionnaires/ surveys
- Does the draft policy establish an effective framework for network security?
- What specific computer security protocols or best practices would you like to see documented in the accompanying procedures?
- Are there gaps or opportunities to enhance our computer and information management security practices?
- What resources or supports do you believe are necessary to support effective implementation of this policy?