

**POLICY P.074.IT****TITLE: COMPUTER NETWORK SECURITY****Date Issued: February 1999****Last Revised:****Authorization: Board: 27 January 1999**

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**1.0 OBJECTIVE**

To ensure the appropriate safeguarding, integrity, and availability of physical assets and information stored, processed, or transmitted electronically by the Ottawa-Carleton District School Board.

**2.0 DEFINITIONS**

In this policy:

- 2.1 **information** is defined as all information holdings that are stored, transmitted, or processed electronically by Ottawa-Carleton District School Board staff and students.
- 2.2 **physical assets** are defined as the information technology infrastructure such as computers, software applications, network wiring, encryption devices, etc. used in the processing, storage, and transmittal of information.

**3.0 POLICY**

- 3.1 All information in the Board, in whatever form, stored on any media, is an asset and the property of the Ottawa-Carleton District School Board. Similarly, physical assets owned and utilized in the processing of this information are the property of the OCDSB.
- 3.2 Superintendents, principals and managers/supervisors are accountable for safeguarding information and physical assets under their control. All employees are responsible for the protection of these assets from unauthorized use, modification, disclosure or destruction (whether accidental or intentional) and for maintaining the integrity of these assets and their availability to others as required in the performance of their duties.
- 3.3 Information and physical assets shall be classified as to their value, sensitivity, integrity, availability and accountability requirements. In addition, information and physical assets

shall be safeguarded according to procedures which include their classification and assessment of related risks.

- 3.4 Access to sensitive information and assets is restricted to those whose duties require such access.
- 3.5 All staff members are responsible for monitoring and enforcing compliance with this policy within the scope of their duties and responsibilities. Violations or suspected violations of these responsibilities must be reported immediately to the appropriate superintendent, principal or manager/supervisor. Persons found to be in violation of this policy may be subject to immediate disciplinary action up to and including termination of employment. Legal action and/or referral of the matter to law enforcement agencies shall be considered depending on the severity of the violation, the real or potential loss to the Board, or breach of confidentiality.

#### **4.0 SPECIFIC DIRECTIVES**

- 4.1 This policy applies to all areas within the OCDSB and is in addition to existing Ottawa-Carleton District School Board policies and procedures and to sections of the *Education Act* pertaining to access to and retention of information or records.
- 4.2 The requirement to identify and safeguard information and assets also applies to students, parent volunteers, vendors, consultants, and other organizations that are party to agreements between themselves and the OCDSB, as may be appropriate.
- 4.3 The Director of Education shall issue procedures to implement this policy.

#### **5.0 REFERENCE DOCUMENTS**

*The Education Act*, 1998, ss. 170, 171  
Board Policy P.027.GOV: Corporate Records Management  
Board Policy P.049.IT: Electronic Communications Systems  
Board Policy P.098.CUR: Anti-racism and Ethnocultural Equity  
Board Policy P.053.HR: Alleged Harassment/Abuse  
Board Procedure PR.516.GOV: Corporate Records Management  
Board Procedure PR.672.IT: Electronic Communications Systems  
Board Procedure PR.564.IT: Computer Network Security