



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

POLICY STATEMENT

Policy Name: Electronic Monitoring
Section: Board and Community

Policy Code: B-1.10

Established: March 28, 2023
Revised or
Reviewed:

1. POLICY STATEMENT

The Kawartha Pine Ridge District School Board is committed to maintaining a transparent, fair and safe workplace. As such, the Kawartha Pine Ridge District School Board utilizes electronic monitoring to maintain a safe and secure learning and work environment for its students, staff, and community members.

2. OBJECTIVE

In protecting the rights and privacy of our employees, the Kawartha Pine Ridge District School Board believes in the transparency of electronic monitoring and video surveillance systems in schools and on Board premises. The intended purpose of this policy is to provide employees of the Board with the parameters of the monitoring procedures that are in use.

This policy constitutes a notification in accordance with Bill 88, Working for Workers Act 2022, and the Employment Standards Act, 2000.

3. DEFINITIONS

Board

The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

Board Community

The inclusion of all trustees, staff, contract personnel, students and volunteers.

Electronic Monitoring

The practice of collecting user activity data on Board accounts, company-owned computers, networks, cellphones, and other Information and Communications Technology (ICT) infrastructure. This data includes, but is not limited to, web browsing history, file access, data input, network traffic, logons to corporate systems, interactions with data, peripheral device usage, and information about the employee's computer, laptop, tablet and cellphone.

Employees

All KPR staff members and management personnel, including occasional, temporary and full-time staff.

Supervisory Officers

Individuals with supervisory authority.

Video Surveillance

Surveillance by means of a camera that monitors or records visual images of activities on company-owned property.

4. APPLICATION

This policy applies to all members of the Board Community and shall ensure all Board-owned systems and technologies are used in a responsible manner. The Board may, in its discretion, use information obtained through electronic monitoring to determine if there has been a violation of its policies. Where appropriate, such information may lead to disciplinary action, up to and including termination of employment, including for cause.

5. RESPONSIBILITY

The Director of Education is responsible for ensuring the implementation of, and compliance with, this policy, including the designation of required resources.

Information Communications Technology is responsible for:

- reviewing the Electronic Monitoring Policy as part of its regular policy and procedures review cycle, and as required by legislation; and
- amending the policy to include any new or additional technologies that may be introduced for use.

Human Resource Services is responsible for ensuring all new employees receive a copy of this policy and ensuring current employees are required to review annually.

Supervisory officers are responsible for understanding this policy and ensuring all monitoring is aligned with this policy.

6. POLICY

6.1 Electronic Data Collection

The Board may conduct electronic monitoring for the following reasons:

- 6.1.1 The safety of staff and students or the protection of Board property whether physical or digital.
- 6.1.2 The safety and security of Board-owned facilities and property from loss, theft, or vandalism.

6.1.3 The protection of the Board’s network and electronic resources from unauthorized access.

6.1.4 When the Board has reason to believe that there has been a violation of the Board Policy HR-5.3, Code of Conduct for Employees, or is undertaking an administrative, legal or disciplinary investigation.

The Board maintains the right to monitor and access electronic data collected on Board-owned systems and technology to ensure the integrity and ethical use of the Boards’ electronic systems. Information and data which may be accessed by the Board includes, but is not limited to:

- web and email filtering
- network monitoring
- account authentications
- device management
- building access card data

7. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS

Board Policies:

[B-1.7, Video Surveillance](#)

[HR-5.3, Code of Conduct for Employees](#)

Administrative Regulations:

[B-1.7.1, Video Surveillance](#)

[BA-1.4.4, Administration Technology Standards](#)

[BA-1.4.6, Cell Phone Acceptable Use](#)

[BA-6.4.2, Security: Board Vehicles](#)

[BA-8.4.3, Safety and Conduct on School Buses: Video Cameras and Video Recording Devices](#)

8. REFERENCE DOCUMENTS

[Bill 88, Working for Workers Act 2022](#)

[Education Act](#)

[Employment Standards Act, 2000](#)

[Municipal Freedom of Information and Protection of Privacy Act](#)