



NETWORK ACCESS AND MONITORING

Responsibility:	<i>Associate Director</i>
Legal References:	<u>Ontario Occupational Health and Safety Act</u> (and associated Regulations and Standards) <u>Broader Public Sector Procurement Directive</u>
Related References:	<u>AP4070 – Responsible Use Procedure for Information, Communication and Collaboration Technologies</u> <i>AP4115 - Online Educational and Business Tools</i> <i>WRDSB Electronic Monitoring Protocol</i> <i>AP 4080 - Filtering System/Internet</i> <i>Transferable Skills - Ontario Ministry of Education</i>
Effective Date:	<i>March 2014</i>
Revisions:	<i>January 22, 2018, December 9, 2019, December 11, 2023</i>
Reviewed:	<i>September 19, 2016</i>

1. Preamble

- 1.1 The Waterloo Region District School Board (WRDSB) will provide a technology environment that allows networked access for staff and students for the purposes of learning and conducting WRDSB business. Access will be provisioned to allow staff and students to use personally owned technology on the WRDSB network. Changes to access will be communicated to stakeholder groups through the defined Board communication protocols.
- 1.2 WRDSB recognizes the importance of access to a variety of digital resources and tools to facilitate learning and WRDSB business. To this end, the Board will continue to provide fair and equitable access to technology.
- 1.3 WRDSB recognizes that transferable skills (critical thinking and problem solving, innovation, creativity, and entrepreneurship, self-directed learning, collaboration, communication, global citizenship and sustainability, digital literacy) are essential and at the core of learning and innovation.

2. Network Access and Monitoring:

- 2.1 Provide networked access.
- 2.2 Govern access to the network by provisioning user accounts to all staff, students and stakeholders using graduated access and filtering.
- 2.3 Expect that staff and students will use the network in accordance with governing protocols including:
 - AP4070, Responsible Use Procedure for Information, Communication and Collaboration Technologies;
 - AP4115 - Online Educational and Business Tools;
 - WRDSB [Electronic Monitoring Protocol](#);
 - AP 4080 - Filtering System/Internet;

2.4 Monitor the network for:

- Appropriate use and, when necessary, take appropriate action to maintain the safety and privacy of WRDSB staff, students and assets. This will include the provision of effective, multi-language internet content filtering capacity in order to support differentiated and/or age-appropriate graduated filtering options for various user groups.
- Data traffic congestion and take action to increase capacity as funds and resources are available.
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2.5 Use equipment that complies with CSA and Health Canada and World Health standards, Safety Code 6 (2015).

- Conduct periodic reviews of equipment as needed to ensure compliance.
- Periodically check with relevant health agencies for updated advisories.

2.6 Training for staff will occur on an annual basis, focusing on cyber security awareness.