

**THE PROTESTANT SEPARATE SCHOOL BOARD
OF THE TOWN OF PENETANGUISHENE**

POLICY MANUAL

POLICY TITLE:

Electronic Monitoring of Employees

SECTION/CODE:

Personnel A-9

APPROVAL DATE:

April 3, 2023

SUPERSEDES:

New

NUMBER OF PAGES:

Page 1 of 2

REVIEW DATE:

April 2027

Policy Statement

Legislation requires employers of over 25 employees in Ontario to have a policy with respect to electronic monitoring of employees. All electronic communication and Internet communication sent and received by users while using their Protestant Separate School Board of the Town of Penetanguishene (PSSBP) credentials are the property of the PSSBP. There is no expectation of privacy while using PSSBP technology, and there is the potential that monitoring and accessing technology will occur to ensure the system integrity and that there is compliance with PSSBP policies.

Policy Purpose

To inform PSSBP employees of how the board uses technology to monitor its technology resources at their locations.

Administrative Guidelines

1. Electronic monitoring occurs to ensure:
 - Protection of staff, students, and electronics from harm;
 - Safety and security of our facilities and property;
 - Protection of resources from unauthorized access; and
 - Protection against loss, theft, or vandalism.
2. PSSBP reserves the right, without prior notice to an employee, to monitor the use of technology on PSSBP premises, to monitor any activity on any device at any time when using PSSBP-provided credentials, and may access any PSSBP-owned technology provided to an employee.
3. Monitoring and/or accessing in Guideline 2 above may arise based on, but not limited to, the following situations:
 - To comply with disclosure requests or orders made pursuant to the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA);
 - As a result of regular or special maintenance of electronic information system and devices;
 - To access the employee's system for business purposes due to an employee's absence;
 - Due to legal matter;
 - When there is reason to believe there has been a policy violation or when there is an administrative, legal, or disciplinary investigation.

**THE PROTESTANT SEPARATE SCHOOL BOARD
OF THE TOWN OF PENETANGUISHENE**

POLICY MANUAL

POLICY TITLE:

Electronic Monitoring of Employees

SECTION/CODE:

Personnel A-9

APPROVAL DATE:

April 3, 2023

SUPERSEDES:

New

NUMBER OF PAGES:

Page 2 of 2

REVIEW DATE:

April 2027

4. An electronic copy of this policy will be provided to each employee within 30 calendar days of implementation. Should any changes be made to the policy after its implementation, each employee will be provided with a copy of the revised policy within 30 days of the revision being made.