

**JAMES BAY LOWLANDS
SECONDARY SCHOOL BOARD**

**BOARD GOVERNANCE POLICY
NO. GOV-38**

Date Adopted	June 7, 2023
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Board Motion	6590-06-23

BOARD INFORMATION SECURITY

PURPOSE

The purpose of the James Bay Lowlands Secondary School Board (JBLSSB) Information Security Policy is to provide overarching guidance to ensure the confidentiality, integrity, and availability of its information assets and systems. This policy outlines the intent and guiding principles of Board information security policy and guides the development, review, and implementation of administrative procedures.

DEFINITIONS

Information Security: Information security refers to the principles and practices established to protect and manage digital and non-digital information held on IT systems, portable devices, and physical documents, from unauthorized access, disclosure, alteration, destruction, or disruption. It encompasses strategies to prevent, detect, and respond to security incidents and ensures the confidentiality, integrity, and availability of information.

Administrative Procedure: An administrative procedure is a prescribed course of action by which the Board or Board designate directs the staff. Administrative procedures supplement Board policy and must be consistent with Board values, policies, and priorities

1. GUIDING PRINCIPLES

1.1 The James Bay Lowlands Secondary School Board is deeply committed to the robust and diligent safeguarding of its information resources. Recognizing the vital role of information in educational and administrative processes, the Board is dedicated to managing these resources in a way that ensures their safekeeping. This commitment to information security serves to uphold public trust, foster a safe and secure learning environment, and comply with relevant legal and regulatory obligations.

1.2 The Board shall establish information security administrative procedures to guide the actions of all staff and 3rd party vendors contracted by James Bay Lowlands Secondary School Board. This policy and administrative procedure shall be broad enough to allow flexibility in dealing with diverse situations at appropriate expense, while ensuring reasonable consistency in implementation.

2. POLICY

- 2.1 The policy statements reflect the basic philosophy and values established for the system and constitute basic principles for decision-making and action by administrative personnel.
- 2.2 Through statements of policy, the Board of Trustees exercises its legislative authority and controls the operation of the school system by establishing the limits within which the activities of professional staff may occur.
- 2.3 Effective policies eliminate inconsistency in Board and administrative actions and minimize the need for the Board of Trustees and the staff in supervisory roles to deal repeatedly with like matters.
- 2.4 An Information Security Administrative Procedure is in place to provide operational expectations for the Board Information Security Policy that include:
- a) Wireless Network Procedure
 - b) Media Content and Advertising Review Procedure
 - c) Authorization Control Procedure
 - d) Acceptable Use Procedure
 - e) Portable Media Procedure
 - f) Data Backup and Recovery Procedure
 - g) Secure Information Deletion Procedure
 - h) Disaster Recovery Procedure
 - i) Incident Response Procedure
 - j) Device Secure Configuration Procedure
 - k) 3rd Party Vendor Security Procedure
 - l) Mobile Device Security Procedure

3. RESPONSIBILITIES

- 3.1 The Board is responsible for adopting and the implementation of Board policies and creating administrative procedures.
- 3.2 Staff members are responsible for knowing and complying with Board policies and administrative procedures.

REFERENCE DOCUMENTS**Legal:**

Education Act, Section 169.1 Positive School Climate

Education Act, Section 265 Duties of Principal: Discipline and Care of Pupils and Property

Education Act, Part XIII Behaviour, Discipline and Safety

Ontario Regulation 298 Operation of Schools, section 11: Duties of Principals

Ontario Regulation 298 Operation of Schools, section 20: Duties of Teachers

Ontario Regulation 298 Operation of Schools, Section 23 Requirements for Pupils

Policy/Program Memorandum No. 128 The Provincial Code of Conduct and School Board Codes of Conduct

Ontario Human Rights Code

Criminal Code

Copyright Act

Municipal Freedom of Information and Protection of Privacy Act

Personal Health Information Protection Act

Board:

Board Policy GOV-01 Values, Vision, and Mission

Board Policy GOV-02 Role of the Corporate Board

Board Policy GOV-03 Role of the Supervisory Officer

Board Policy GOV-09 Board Communications

Board Policy GOV-13 Equity and Inclusion

Board Policy GOV-20 Safe School Environment

Board Policy GOV-22 Ontario North East Region Police/School Board Protocol

Administrative Procedure 180 Information Security

Administrative Procedure 379 Progressive Discipline: Students

Administrative Procedure 381 Student Suspension

Administrative Procedure 382 Student Expulsion

Administrative Procedure 480 Progressive Discipline: Employees

Administrative Procedure 530 Staff and Student Use of School Equipment