

TITLE: ELECTRONIC COMMUNICATIONS SYSTEMS

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1.0 OBJECTIVE

To govern the use of the electronic communications systems operated by the Ottawa-Carleton District School Board.

2.0 DEFINITIONS

In this policy,

- 2.1 **Electronic mail** is the electronic transfer of messages to one or more persons. Electronic mail messages should be treated exactly like any other messages in terms of confidentiality, privacy and expectations of reading and response. Email is typically a one-to-one or one-to-many communication. Mailing lists can be maintained so that receptive mailings to many recipients can be automated.
- 2.2 An **electronic conference** is a folder or directory on a conference server to which messages may be posted for reading and a response if appropriate. Responses, if the conference is structured to permit them, are typically public, so that everyone who reads the conference can read both the original posting and the response to it. Conferences normally have several levels of access control, allowing different groups of users to post, read and respond to the postings depending on the intent of the conference and the access privileges granted to the user or group of users.

3.0 POLICY

- 3.1 The confidentiality of employee, student, and other personal data must always be maintained.
- 3.2 Communication through the electronic mail and conferencing system must reflect the highest standard of courtesy and professional conduct.
- 3.3 Users of the electronic mail and conferencing system are responsible for the proper maintenance and use of their individual accounts as well as conferences, as outlined in

the accompanying procedure PR.672.IT: Electronic Communications Systems. Abuse of the system can result in disciplinary action as described therein.

3.4 Board Policy P.100.IT and associated Procedure PR.622.IT govern Internet access by students and staff within the Board.

3.5 The Director of Education is authorized to issue such procedures as may be necessary to implement this policy.

4.0 REFERENCES

The Education Act, 1998, ss. 170, 171

Board Policy P.100.IT: Acceptable Use of Computers and Internet/Intranet Technology

Board Procedure PR.672.IT: Electronic Communications Systems

Board Procedure PR.622.IT: Acceptable Use of Computers and Internet/Intranet Technology

Board Policy P.074.IT: Computer Network Security

Board Procedure PR.564.IT: Computer Network Security