

<b>Document Category:</b>	Policy Statement
<b>Document Name:</b>	Information Technology
<b>Approved By:</b>	Board of Directors
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## 1. Policy Scope

This policy governs the appropriate use of information resources and technology in the Southwestern Ontario Student Transportation Services (“STS”) community and work environment.

## 2. Policy Statement

STS recognizes the benefits that technology can bring to support staff development, communication with parents and contractors, and other administrative and operational activities aligned with the core business functions of STS.

STS technology is provided for administrative purposes. Users are expected to utilize STS technology in a manner that is in keeping with the values and expectations of STS and in compliance with all local, federal and provincial laws and regulations and other STS policy, procedures and guidelines. Users who are given access to STS’s technology are required to know and abide by this policy to ensure that all resources are being used in a safe, legal, and responsible manner. Technology resources include, but are not limited to use of the Internet, Intranet, email, collaboration tools, communication applications, digital learning spaces, web-based conference platforms, computing and other electronic devices in the STS work environment, whether connected to the STS or non-STS networks.

All users are to exercise appropriate digital etiquette suitable to a workplace or school environment. STS has the right to monitor the individual uses of technology in the learning or work environment to ensure user adherence to the guidelines outlined in this policy.

## 3. Policy Action Items

It is the duty of Managers and Supervisors to promote the stewardship of thoughtful and responsible use of information resources and technology by demonstrating ethical leadership through professionalism, accountability, guidance, support and instruction.



Connectivity and access to the Internet, including social media, comes with the availability of material that may not be considered appropriate in the workplace. STS Managers and Supervisors shall make employees aware of expectations for technology use within the work environment and shall guide and monitor employee use of technology in accordance with this policy.

Privacy and security of STS information stored on personally owned devices is the responsibility of the device owner/user. Personally owned devices used on STS property for displaying, storing, sending or creating fraudulent, harassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise unlawful materials may result in investigation and/or disciplinary action including police involvement where required.

Where there is reason to believe that technology has been used in STS's working environment in a manner that contravenes this or any STS policy or procedure, or local, provincial or federal law, the use will result in an investigation and necessary action will be taken where appropriate and in accordance with relevant STS policies, procedures, employee codes of conduct and/or employment contracts.

#### **4. Forms**

There are no forms associated with this policy.