

# **SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

---

<i>Section</i>	PROGRAM	
<i>Policy Name</i>	COMPUTER NETWORK SECURITY <i>Management Guideline Applies</i>	608

---

*Board Approved: April 28, 2003*

*Review Prior To: December 2008*

---

## **1.0 OBJECTIVE**

To ensure the appropriate safeguarding, integrity, and availability of physical assets and information stored, processed, or transmitted electronically by the Superior-Greenstone District School Board (DSB).

## **2.0 DEFINITIONS**

In this policy:

- 2.1 **Information:** is defined as all information holdings that are stored, transmitted, or processed electronically by Superior-Greenstone DSB staff and students.
- 2.2 **Physical assets:** are defined as the information technology infrastructure such as computers, software applications, network wiring, encryption devices, etc. used in the processing, storage, and transmittal of information.

## **3.0 POLICY**

- 3.1 All information in the Superior-Greenstone DSB, in whatever form, stored on any media, is an asset and the property of the Superior-Greenstone DSB. Similarly, physical assets owned and utilized in the processing of this information are the property of the Superior-Greenstone DSB.
- 3.2 Superintendents/principals/managers/supervisors are accountable for safeguarding information and physical assets under their control. All employees are responsible for the protection of these assets from unauthorized use, modification, disclosure or destruction (whether accidental or intentional) and for maintaining the integrity of these assets and their availability to others as required in the performance of their duties.
- 3.3 Information and physical assets shall be classified as to their value, sensitivity, integrity, availability and accountability requirements. In addition, information and physical assets shall be safeguarded according to guidelines, which include their classification and assessment of related risks.
- 3.4 Access to sensitive information and assets is restricted to those whose duties require such access.

- 3.5 All staff members are responsible for monitoring and enforcing compliance with this policy within the scope of their duties and responsibilities. Violations or suspected violations of these responsibilities must be reported immediately to the staff member's supervisor.

#### **4.0 SPECIFIC DIRECTIVES**

- 4.1 This policy applies to all areas within the Superior-Greenstone DSB and is in addition to existing Superior-Greenstone DSB policies and guidelines and to sections of the *Education Act* pertaining to access to and retention of information or records.
- 4.2 The requirement to identify and safeguard information and assets also applies to students, parent volunteers, vendors, consultants, and other organizations that are party to agreements between themselves and the Superior-Greenstone DSB, as may be appropriate.
- 4.3 The Director of Education shall issue guidelines to implement this policy.