



[BOARD LETTERHEAD]

[INSERT DATE]

NOTIFICATION TO: Students, Parents/Guardians, Staff, and All Users of Board Information Technology Resources

The Windsor-Essex Catholic District School Board (the Board) is committed to providing users with Information Technology (I.T.) Resources for educational and business purposes dedicated to improving student success, achievement, and well-being within the context of the teachings of the Catholic faith.

The Internet is a rich source of information and provides opportunities to enhance learning. All students and staff will have access to the Internet which raises issues that must be addressed and understood.

The Windsor-Essex Catholic District School Board has addressed these issues through the following policy and procedures:

Policy: IT:01 Acceptable Use of Information Technology Resources

Procedures: PR IT:01A – Acceptable Use of Information Technology Resources

PR IT:01B – User Access Management

PR IT:01C – Passwords for User Accounts

PR IT:01D – Procurement & Disposal of Information Technology Resources

PR IT:01E – Personal Electronic Devices (PED)

PR IT:01F – Privacy Protection & Information Management

PR IT:01G - Email and Electronic Communication

The above applies to students, staff and all other users of I.T. Resources accessed through the facilities of the Board including Internet. These policies/procedures include sections covering personal safety rules, unacceptable sites and materials, use guidelines, prohibited uses and activities, on-line publishing, and liability. The policy and procedures are available on the Board's web site at www.wecdsb.on.ca/board-policies.html or upon request from your school principal.

The Board expects that all users are responsible for their conduct in the use of Information Technology Resources.

Concerns relating to student or staff access to the Internet or any questions with respect to the appropriate use of Information Technology Resources should be conveyed to the school Principal or appropriate Supervisor.