Procedure Title	**Electronic Monitoring of Employees**		
Date of Issue	October 19, 2022	**Related Policy**	
Revision Dates		**Related Forms**	
Review Date	October 1, 2027	**Originator**	Administrative Council
References			
Education Act; Municipal Freedom of Information and Protection of Privacy Act (MFIPPA); BP 1408-D "Privacy and Information Management"; Employment Standards Act; Bill 88 "Working for Workers Act"; AP 6815-D "Video Surveillance"; AP 2311-D "Email – Acceptable Use (Employee)"; BP 7530-D/AP 7530-D "Progressive Discipline – Employees"			

1.0 RATIONALE

1.1 In accordance with the Employment Standards Act (ESA), this procedure will serve to inform Bluewater District School Board (BWDSB) employees regarding how and in what circumstances BWDSB may electronically monitor its employees, along with the mechanisms and purpose(s) for doing so. A list of electronic systems that may be monitored is provided in Appendix A.

1.2 This procedure seeks to meet the requirements put in place under the ESA. Nothing in this procedure shall be interpreted to create any greater right or benefit than what is available under existing legislation or restrict any of the board's legal rights.

1.3 There is no expectation of privacy in using BWDSB technology. The board conducts electronic monitoring to ensure that we:

1.3.1 protect staff, students, and technology from harm;
1.3.2 keep our facilities and property safe and secure;
1.3.3 protect electronic resources from unauthorized access; and
1.3.4 protect against loss, theft, or vandalism.

2.0 DEFINITIONS

2.1 **Electronic Monitoring**
The use of technology to keep track of digital activities on the board's corporate networks and devices to ensure compliance with security, health and safety, and regulatory requirements.

2.2 **Electronic System**
A device connected via wired or wireless communication to exchange real time data. This includes end-user devices, but also the servers and systems the board uses to conduct their business. Examples include, but are not limited to, email, firewalls, ventilation controls, and wireless access points.

2.3 **Routine Monitoring**
Electronic monitoring in which critical business systems are routinely checked against quality control rules to make sure they are always of high quality and meet established standards.

2.4 **Demand Monitoring**
Electronic monitoring in which critical business systems and/or logs for those systems are accessed due to a legitimate business requirement.

3.0 PROCEDURE

3.1 Bluewater District School Board conducts electronic monitoring for the following reasons and in the following circumstances:

3.1.1 **Routine Monitoring:** The board routinely monitors electronic systems. The board may monitor and access any files, documents, electronic communications, and use of the internet at any time to ensure the integrity of our electronic systems.

3.1.2 **Demand Monitoring:** The right of the board to access data collected via our electronic systems (board provided technology or personal devices when using board credentials and/or networks) may arise in a number of situations, including, but not limited to:

3.1.2.1 to comply with legislative disclosure or access requirements under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Personal Health Information Protection Act (PHIPA), or to assist with the investigation and resolution of a privacy breach;
3.1.2.2 for board owned technology, because of regular or special maintenance of the electronic information systems;
3.1.2.3 for board owned technology, when the board has a business-related need to access the employee's system, including, for example, when the employee is absent from work or otherwise unavailable;
3.1.2.4 to comply with obligations to disclose relevant information in the course of a legal matter;
3.1.2.5 when the board has reason to believe that there has been a violation of the board policy and/or procedure or is undertaking an administrative, legal, or disciplinary investigation; and
3.1.2.6 for video surveillance, as outlined in administrative procedure AP 6815-D "Video Surveillance".

3.2 The board may, in its discretion, use information obtained through electronic monitoring to determine if there has been a violation of its policies and/or procedures. Where appropriate, such information may lead to disciplinary action, in accordance with board policy and administrative procedure BP 7530-D/AP 7530-D "Progressive Discipline – Employees".

APPENDIX A: Bluewater District School Board Electronic Monitoring Tools

Tool	What is monitored?	How	Purpose
Web filtering	All internet traffic	Firewalls	Protect from harmful and inappropriate content.
E-Mail filtering	All e-mail traffic	Safety and Security	Prevent the transmission of inappropriate/confidential data over insecure e-mail.
Network Monitoring	All network traffic	Packet analysis	Protect the integrity and availability of the network.
Account Authentication	Staff login to services	Authentication Server	Protect against unauthorized access.
Device Management (iPad/iPhone)	Installed on all Board iPads/iPhones	Mobile Device Management	Protect against loss/ theft and enforce security settings.
Device Management (laptop)	Installed on one-to-one/ administrative laptops	Endpoint Security Tool	Protect against loss/ theft and enforce security settings.
Phone logs	Some facilities	Private Branch Exchange (PBX) phone system	Call quality (e.g., bandwidth, latency, jitter, packet loss, compression), call volume and voicemail storage monitoring
Video surveillance	Some facilities	Video surveillance cameras and recording systems	Safety, theft, illegal activity, and behavioural/ incident monitoring and review.
Access Cards	All facilities	Through Door Reader	Control and monitor access to buildings.
Electronic sign-in	Some facilities	Electronic data collection	Maintaining a visitor's log per the Education Act and where necessary for health-related purposes.
Global Positioning System (GPS)	In some board-owned vehicles	GPS tracking system and associated software	Protect against loss and theft. Staff safety in case of breakdowns. Administrative investigations.