Privacy and Security

Goal: To provide a high level of safety and security for all data, integrations, and communications at every level of our organization. We will strive to ensure all of our students and RCCDSB employees have a solid understanding and ability to practice safety and security in all of their online interactions and communications.

System:
- Review and revamp our overall governance structure and policies and procedures.
- Formulate an action plan to enhance our overall communication strategy to ensure all RCCDSB employees are aware of cybersecurity threats and digital best practices.
- All staff will participate in updated cybersecurity training at the beginning of each year that focuses on current cybersecurity trends, threats and best practices.

Staff:
- Participate in yearly cybersecurity training that provides the necessary information on privacy and security.
- Know and understand all RCCDB policies and procedures that relate to appropriate use of technology.
- Solid understanding of the privacy laws regarding the storage and transmission of student information and data.
- Aware of all [Copyright laws](#) that pertain to the replication and public display of copyrighted material.
- To ensure the privacy of student data, staff will engage in the best practice of deleting student information and data (i.e. photos and videos, etc.) at the end of each school year from classroom devices.

Students:
- Students have a solid understanding of digital security, the importance of privacy, and our RCCDSB *Appropriate Use of Technology* guidelines.
- Students have access to a wide variety of digital tools and subscriptions that are curated and provide a high level of safety and security.

Key Deliverables:
- Review and revamp all IT policies and procedures
    - Appropriate Use of Technology
    - Bring Your Own Device
    - Device Management Policy
    - Device Maintenance/Repair Procedure
    - Device Loan Agreement
    - Cyber Breach Action Plan
    - Procedure/Guideline for COPE Members communicating with parents digitally
    - Procedure/Guidelines for COPE Members working at St. Kateri Tekakwitha or supporting students in a virtual platform
- A Cyber Security course/module will be developed for all staff that will be given at the beginning of each year.
- Create a document outlining current Privacy Laws in relation to the transmission of student information and data.
- Develop a process for acquiring and maintaining all digital subscriptions.

- The Learning and Technologies Committee will meet regularly to review the digital subscriptions we own and possible new additions.