



# Policy

Policy #  
**POL701**

Title

## **Electronic Communications Systems**

Section

**I.T.**

Approved Date

**April 16, 2013**

Revised

**Associated Documents:** POL700: Acceptable Use of Computers and Internet/Intranet Technology Policy; TSP700: Acceptable Use of Computers and Internet-Intranet Technology Procedure; TSP701: Electronic Communications Systems Procedure; POL702: Computer Network Security Policy; TSP702: Computer Network Security Procedure.

### **1.0 PURPOSE**

To govern the use of the electronic communications systems operated by Student Transportation of Eastern Ontario (STEO).

### **2.0 DEFINITIONS**

- 2.1 Electronic mail (e-mail) is the electronic transfer of messages to one or more persons. E-mail messages should be treated exactly like any other messages in terms of confidentiality, privacy and expectations of reading and response. E-mail is typically a one-to-one or one-to-many communication. Mailing lists can be maintained so that receptive mailings to many recipients can be automated.

### **3.0 POLICY**

- 3.1 The confidentiality of employee, student, and other personal data must always be maintained.
- 3.2 Communication through the e-mail must reflect the highest standard of courtesy and professional conduct.
- 3.3 Users of the -email are responsible for the proper maintenance and use of their individual accounts as well as conferences, as outlined in the procedure TSP701: Electronic Communications Systems. Abuse of the system can result in disciplinary action as described therein.
- 3.4 STEO Policy POL700 and associated procedure TSP700 govern Internet access by staff within STEO.
- 3.5 The GM/CAO is authorized to issue such procedures as may be necessary to implement this policy.

### **4.0 REFERENCES**

The Education Act, 1998, ss. 170, 171