

ELECTRONIC MONITORING POLICY

Policy Category	Corporate Services
Policy Search Name	C – <i>Electronic Monitoring Policy</i>
*Anishinabek Standard	
<i>Place of Learning</i>	<i>D. High level of involvement of professional staff who are of the same cultural background as the students with whom they are working.</i>
<i>Educators</i>	N/A
<i>Students</i>	N/A
<i>Curriculum</i>	N/A
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*These are organizationally adapted standards from the World Indigenous Nations Higher Education Consortium (WINHEC) and the Alaska Comprehensive Centre/Alaska Native Education approved by the Kenjgewin Teg Board of Directors, 2015.

1.0 Background and Purpose

1.1 Ontario implemented legislated requirements for employers who monitor their employees electronically and who have 25 or more employees as January 1 annually. This requirement was added to the *Employment Standards Act, 2000*, through the *Working for Workers Act, 2022*. Employers are required to have a written policy on the electronic monitoring of employees.

1.2 Employees value their privacy and autonomy, as well as transparency and trust in their workplace. Employers value those things as well and have additional obligations to safeguard operations, manage productivity, and create efficiencies.

2.0 Definitions

“Employee” All employees who work full-time, part-time, casual, or time-limited contract employees regardless of their status, where they work (locations), and those that work remotely.

3.0 Application

3.1 This policy applies to all employees who work full-time, part-time, casual, or time-limited contract employees regardless of their status, where they work (locations), and those who work remotely.

3.2 Kenjgewin Teg does not electronically monitor employee use or productivity for performance purposes. When necessary, the IT Department and external service providers use data and information to determine technical issues when reported by employees and to determine solutions

to resolve the problems. This may change in the future, but this policy has been implemented to provide technical support and prevent security breaches.

3.3 Kenjgewin Teg has and will continue to purchase or subscribe to products that support and are required to conduct business for Kenjgewin Teg. Such products have monitoring abilities by default. Kenjgewin Teg does not monitor employee usage or access to these platforms for performance or productivity purposes. The information and/or data are used by the IT Department and external service providers to investigate issues reported to them and identify solutions.

4.0 Policy

Policy Objective

4.1 Kenjgewin Teg will provide technical support to all organizational departments that will help assess and implement tools and technology. IT support will effectively examine issues and identify troubleshooting solutions to support productivity and work conducted by all employees. Kenjgewin Teg also safeguards, to the best of its ability, personally identifying information, student information, organizational data and information from security breaches.

5.0 Roles and Responsibilities

5.1 The President is responsible for the overall management and operation of Kenjgewin Teg.

5.2 The Corporate Services unit is responsible for the overall implementation of this policy.

5.3 Employees will be provided with a copy of the written policy within 30 calendar days of which the policy must be in place (March of every year). New employees will receive a copy of the written policy within 30 days after their employment start date. A copy can be provided in a printed form, an email attachment if the employee can print a copy, or a link to the document if an employee can access the document and a printer.

6.0 List of Electronic Monitoring Products & Services

Purchased or Subscribed by Kenjgewin Teg

Products/Services	Purpose
Card Access: Freedom (KT & ASIRC)	Tracks key fob usage for security, auditing, and troubleshooting purposes.
Alarm: Alarm.com (KT, ASIRC, & Garage)	Tracks alarm code usage for security, auditing, and troubleshooting purposes.
Surveillance System: EZStation (KT & ASIRC)	Records movements of people for security purposes.
Microsoft 365 (All user accounts)	Tracks how users are using Microsoft 365 services. This data is used for self-analytical purposes. This data is used for licensing

	requirements, security, and troubleshooting purposes for administrators.
Microsoft Windows (All computer systems)	Tracks usage data for security, auditing, and troubleshooting purposes. Location services are enabled to track the last known location of devices deemed missing, lost, or stolen.
Ninja RMM, including TeamViewer & SplashTop (All computer systems)	Records last user login. Records device performance, information, settings, patch status, and activities for security and troubleshooting purposes. Allows for remote administration and remote access of devices.
Ninite Pro (All computer systems)	Records version numbers of specifically installed applications and automatically updates them as required.
Bitdefender (All computer systems)	Records the status of antivirus clients and automatically updates the application.
D2L BrightSpace: Kendan (All registered users)	Tracks logins, course access, tool usage, enrollments, withdrawals, course activity (including last course access, time in content, and assignment status), assignment status, course history, average grade, reliability, discrimination index, and point biserial for teacher and administrative purposes.
Orbund (All registered users)	Records user logon and logoff, IP address, date/time, and user activity (changes to records).
CAN-8 (All registered users)	Records user and course activity.
Computrek ProActive Portal (when a ticket is submitted)	Computer name, username, screenshots (if added)
DocuSign (All registered users)	Tracks activity and usage of envelopes for end-user tracking, administrator tracking, and organizational statistics (i.e. environmental savings).
Grammarly (All registered users)	Tracks words as you type, tracks uploaded documents, maintains a personal dictionary, and tracks writing statistics for spelling and grammatical assistance and proofing. Records IP addresses, products used, and user activity for administrative and troubleshooting purposes.
Telephone System: SolSwitch & SolSwitch Connect (All registered users)	Tracks user's IP address, usage reports, agent stats, statistics for all calls, and statistics for all voicemails for business and administrative purposes.

Timesheets: Norming & Sage (All registered users)	Records the user’s IP address and last login for security purposes. Records employee input and keeps track of Leave balances.
Network System: Cisco Meraki (All network users)	DNS activity & IP Addresses for security purposes.
Building Management System: EnteliWeb (All registered users)	Tracks user login/logout date and time.
ScreenCloud (All registered users)	Records users’ actions with date/time.
Health & Safety Training: Workplace Management System (WMS) (All registered users)	Tracks course module activity, statistics, quiz scores, earned certificates and certificate expiries.
Xerox Copiers/Printers, XDA, & FMP (All printing users)	Copying: No tracking/monitoring. Printing: Tracks username, date/time, paper size, & the number of pages. Scan: Tracks from/to email address. Fax: Tracks from/to, date/time, & the number of pages.
Adobe Creative Cloud (All registered users)	Tracks audit logs for licensing purposes.
Email Security: Barracuda (All email users)	Email Addresses, IP Addresses, Sending & Recipient Server, Subject line, & Attachments for Security and UCE (unsolicited commercial emails) purposes.
Cisco Umbrella (All network users)	DNS activity & IP Addresses for security purposes.
Dibishgaademgak Anishnaabemowin (All registered users)	In Development 2023: Tracks usernames, logon/logoff, date/time, and user actions.

7.0 Evaluation Date – January 1 Annually

7.1 This policy will be reviewed annually on January 1. The number of employees will determine whether a policy change is required based on confirmation of the number of employees.

Related Legislation, Policies, Procedures, Guidelines and Documents	<ul style="list-style-type: none"> • <i>Employment Standards Act, 2000</i> • <i>Working for Workers Act, 2022</i> • <i>List of Electronic Monitoring Products Purchased or Subscribed by Kenjgewin Teg</i>
<i>The official version of this policy is housed in the Office of the President. In case of a discrepancy between an online version and the official version held, the official version shall prevail.</i>	