CALGARY GIRLS CHARTER SCHOOL

AP141
PORTABLE TECHNOLOGY SECURITY

Approved: September 2014
Amended:
Reviewed: 2017/2018
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Background

All staff members using School information are responsible for the management and safekeeping of information under their control by ensuring that there is adequate security to prevent unauthorized access, collection, use, disclosure or disposal of information.

Sensitive and confidential information stored on portable technology such as laptops, personal organizers, cell phones or USB flash storage must be kept to an even higher standard due to the increased risk of equipment theft.

Procedures

1. All password protection mechanisms available on portable technology must be activated and utilized consistently and to the greatest extent possible. Passwords will be set in accordance with the standards established from time to time by the Director of Technology.

2. All files containing sensitive or confidential information should only be on an encrypted, school-owned device, preferably a laptop. Private and confidential information obtained in the course of employment with CGCS must not be stored on personally owned portable devices.

3. Any information that is no longer required on portable technology is to be transferred immediately to more secure electronic storage.

4. All security measures adopted for other technology use within the School apply to portable technology.

Reference:
Education Act s. 27, 52, 53, 54, 222
Freedom of Information and Protection of Privacy Act
Personal Information Protection Act