Policy Title:	IT Policy Framework
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Approved by:	Board of Governors
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Contacts for Policy Interpretation:	CTO
	Directors, Information Technology

1.0 - Policy Overview

This IT policy (the "**Policy**") establishes a framework for all information technology (IT) policies, operating procedures, and standards at Fleming College.

2.0 - Purpose

The purpose of this Policy is to set out the roles and responsibilities of the College Community regarding information technology policies and standards. It also establishes the requirement and alignment of College IT policy and standards with fit-for-purpose industry frameworks.

3.0 - Definitions and Acronyms

All Users	The set of all individuals who use Fleming College IT systems or resources, usually via a designated user account.
College Community	All people who study, teach, conduct research at or works at, or under, the auspices of the College and includes without limitation: employees, contractors; appointees (including volunteer board members); students; visitors; and any other person while they are acting on behalf of, or at the request of the College.
CTO	The Chief Technology Officer is the College's executive role responsible for the management, implementation, and usability of information and computer technologies across the College. The CTO is responsible for all technology solutions purchased, configured, delivered, and used across the College, ensuring high availability, functionality, information security, and privacy.
Digital Asset	Anything that can be stored or transmitted electronically through a computer or other digital device and is associated with ownership or use rights.
IT	Information Technology

ITS	Information Technology Services is the full name of Fleming's IT Department.
IT Standard	An IT Standard is a specific and granular requirement that gives direction to support broader level IT policies and/or operating procedures.

4.0 - Scope

This policy applies to all digital assets belonging to Fleming College and All Users of those assets.

5.0 - General Principles

Fleming College is committed to ensuring a learning and work environment in which All Users have the responsibility to respect the physical and emotional well-being and the sense of personal worth and dignity of everyone in the College Community.

Fleming College is committed to promoting the responsible, ethical, economical, and sustainable use of college IT resources.

Information Technology solutions provided by Fleming College are intended to be used in a manner appropriate and consistent with the College's mission and academic plan and are provided for teaching, research, and administrative purposes.

IT solutions provided by the College must only be used to conduct college activities and all college activity must be conducted using only College-approved solutions.

This policy and related IT policies must be interpreted and applied in compliance with the College's obligations under all collective agreements. Nothing in this or related IT policies must be interpreted as limiting or amending the provisions of any collective agreement. To the extent that policies may conflict with the College's obligations under any collective agreement, the collective agreement prevails provided that its provisions do not conflict with FIPPA or PHIPA.

5.1 – Governance and Management of Information Systems
The deployment and management of information technology tools and solutions must be aligned with the College's mission and strategic plans. As the senior officer charged with the responsibility to implement information technology strategic direction, the CTO has the responsibility for the deployment of College information technologies.

All information technology purchases for the College must be coordinated with the ITS Department. All information technology resources acquired by the College are the property of the College and will be operated, maintained, and administered by the College to maximize its benefits.

The CTO is responsible for the development and maintenance of College policies and operating procedures that will ensure the overall security, confidentiality, integrity, and availability of Fleming College electronic information and information systems.

5.2 – Information Technology (IT) Standards and Guidelines
Under the guidance of the CTO, the College will adopt and align with relevant and applicable information technology industry standards and frameworks where appropriate.

These include but are not limited to International Organization for Standardization Information security management systems – Requirements ISO 27001, Government of Ontario Information and Technology Standards (GO-ITS), and the Information Technology Infrastructure Library (ITIL). Additional IT policies, operating procedures, and standards may adopt and align with additional IT industry standards and frameworks as required.

All Fleming College users and digital assets must comply with the Information Technology (IT) Standards established under the authority of this Policy.

The CTO is responsible for approving and issuing IT Standards. Only the CTO (or approved designate) can authorize a variance or exception to an IT Standard. IT Standards will be reviewed on an annual basis.

Standards represent a minimum requirement that must be met. When applying an IT Standard to specific IT solution implementation, the standard may be exceeded where appropriate to do so and where aligned with industry best practices.

Two types of IT Standards will be issued, depending on the scope of the intended audience and sensitivity of the information contained within the standard.
- User Standards are mandatory, applicable to All Users, and will be published on the ITS website for access by All Users.
- Technical Standards are focused primarily for use by the ITS Department and any staff member, or third-party contractor with a technical role or responsibility, such as a system administrator, application administrator, or other IT professional. Some Technical Standards may contain sensitive information. Any Technical Standard containing sensitive or confidential information will be provided to individuals on an as-needed basis or upon request.

Guidelines for system use represent best practices or recommended system usages. This information will be identified and published by the ITS Department, and available to members of the College Community in a variety of formats, such as knowledge base and support articles. The ability of the ITS Department to provide support in specific instances may be limited if guidelines are not followed.

6.0 - Related Documents

- PIPEDA – *Personal Information Protection and Electronic Documents Act* (2000)
- FIPPA - *Freedom of Information and Protection of Privacy Act* R.S.O. 1990 c. F. 31
- PHIPA – *Personal Health Information Protection Act* (2004)
- *The Copyright Act* (1985)
- College By-Law 1
- College Policy #1-108, Enterprise Risk Management
- College Policy #1-111, Access to Information and Protection of Privacy
- College Policy #1-112, Information Practices Related to Personal Health Information
- College Policy #6-601, IT Appropriate Use Policy

- College Policy #6-604, Electronic Information Security Policy
- College Policy #9-904, Intellectual Property and Copyright
- Government of Ontario Information and Technology Standards (GO-ITS)
- International Organization for Standardization, Information security management systems – Requirements - ISO 27001
- Information Technology Infrastructure Library (ITIL)

History of Amendments/Reviews

N/A