
**APPENDIX A
REPORTING REQUIREMENTS**

Under section 6.1.8 of the [Information and Communication Technologies Use Policy](http://www.gnb.ca/0000/pol/e/311A.pdf) (<http://www.gnb.ca/0000/pol/e/311A.pdf>) the following reporting procedures must be followed.

1.0 REPORTING REQUIREMENTS

- 1.1** Whenever the use of ICT results in, or will foreseeably result in any of the following, the district designate must inform the appropriate superintendent and the director of the Information System Services Branch of the Department of Education (ISS-DOE) as soon as reasonably possible:
- illegal access of ICT, i.e. hacking. This includes hacking into the Department's, school district's, or school's ICT and hacking into other's ICT using Department resources;
 - any other illegal activity involving ICT;
 - litigation against the Department of Education or any body or individual authorized to act on behalf of the public school system, in accordance with Policy 126 – [Provision of Legal Advice to School Districts](http://www.gnb.ca/0000/pol/e/126A.pdf) (<http://www.gnb.ca/0000/pol/e/126A.pdf>); or
 - activity which may bring the Department into disrepute.
- A written report to the director of ISS-DOE, copied to the appropriate superintendent, is to follow within 10 working days.
- 1.2** The district designate must also inform the appropriate superintendent and/or the director of ISS-DOE as soon as reasonably possible when school personnel become aware that:
- any material containing the address of an inappropriate website has been released, distributed or published by the Department of Education or any body or individual authorized to act on behalf of the public school system.
- 1.3** When the ISS Branch receives a complaint from anyone other than a district designate about an infraction of Policy 311, the director will immediately give verbal notification of the offense to the appropriate district designate. A written description of what is known about the violation along with any relevant information such as the user-id of the offender (if available), the date, time and electronic address of the computer used will be sent to the district designate.

2.0 INVESTIGATIONS

- 2.1** Upon notification of any of the activities described in section 1.1, the director of ISS will determine who else should be involved and whether an internal investigation will be required.
- 2.2** The ISS Branch will flag violations which have the potential to require police involvement; however, it is the responsibility of the district to put procedures in place for contacting the police.
- 2.3** The ISS Branch, may lead, assist or defer investigation to the school district. In cases when the school district takes the lead in an investigation, a written "incident" report must be submitted to the director of ISS-DOE, within 10 working days, which includes the details of the infraction and the action taken.

Note: Providers of commercial telecommunications services are legally responsible for protecting the integrity of their service and taking action against persons who misuse it. Depending on the severity of an infraction, the service provider may cancel service to an individual or location, may involve the police, and may notify the designated contact person at the Department with the expectation that the Department will investigate and take appropriate action.

The ISS Branch will negotiate terms of continued (or resumed) service with the telecommunications service provider should this need arise.