

**ANNEX A TO ELECTRONIC MONITORING ADMINISTRATIVE PROCEDURE - DRAFT**

<b>Tool</b>	<b>Circumstances</b>	<b>How</b>	<b>Purpose</b>
Web filtering	All internet traffic	Firewalls	Protect from harmful and inappropriate content
E-Mail filtering	All e-mail traffic	Data Loss Prevention	Prevent the transmission of private/confidential data over insecure e-mail
Account Authentication	Staff login to services	Active Directory	To protect against unauthorized access
Device Management (iPad/iPhone)	Installed on all Board iPads/iPhones	Mobile Device Management	Protect against loss/ theft, and enforce security settings
Device Management (Chromebook)	Installed on all Board Chromebooks	Google Management Console	Protect against loss/ theft, and enforce security settings
Device Management (laptop)	Installed on one-to-one/ administrative laptops	Absolute software	Protect against loss/ theft
Video surveillance (external and public areas only)	Some schools	Video surveillance cameras and recording systems	Safety, theft, illegal activity, behavioural/ incident monitoring and review.
GPS	In some board-owned vehicles	GPS tracking system and associated software	Protect against loss and theft. Staff safety in case of breakdown. Administrative investigations.
Door Fobs	All buildings	Through door fob system	Control and monitor access to buildings.