and their availability to others as required in the performance of their duties. These responsibilities include, but are not limited to:

a) protecting personal and group account passwords;
b) using authorized workstation access tools such as *School District Systems (SDS)*;
c) performing regular backups on non networked machines or personal drives;
d) logging off servers and networks after use;
e) taking reasonable precautions (i.e., security cables, storing equipment in locked rooms, etc.) to secure physical assets;
f) using legal copies of software;
g) adhering to copyright legislation;
h) refraining from accessing the Internet or any other network through unauthorized connections;
i) reporting any unauthorized use of Superior-Greenstone DSB information or physical assets.

1.2 Classification and Risk Management of Information and Physical Assets

1.2.1 Information and physical assets will be classified and safeguarded as to their value, sensitivity, integrity, availability and accountability requirements. The following categories of information are currently in use:

a) special student records (special education and disciplinary actions);
b) general student records (including marks, attendance, and reports on specific students);
c) Board budget;
d) non-budgetary financial information;
e) staff performance reviews;
f) pay and benefits;
g) employment equity and workers compensation;
h) management information (unofficial management correspondence, notes and e-mail);
i) human resources information;
j) physical planning information;
k) corporate data (for example Director's Council and Board/Committee minutes, memoranda to trustees, and co-operative ventures information, staff relations and staffing data);
l) program evaluation/board wide test results.

1.2.2 Access to sensitive information and assets is restricted to those whose duties require such access.

1.2.3 All schools and departments are required to ensure that regular back-ups are performed on critical systems on Non-Networked machines that they use on a daily basis.

1.2.4 Schools and central administrative departments must conduct internal reviews of their compliance with this guideline and of the effectiveness and efficiency of its implementation at least once every five years. The