

**Subject:** Information Technology and Data Standards  
**Effective:** September 1, 2001  
**Revised:**

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### 1.0 PURPOSE

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This policy defines minimum standards for the information technology (IT) and data collection systems to help maintain their compatibility, cost and reporting efficiency and security throughout the New Brunswick public education system.

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### 2.0 APPLICATION

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This policy applies to all New Brunswick schools, Community Access Centres in public schools, school districts, and the central office of the Department of Education.

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### 3.0 DEFINITIONS

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**Information technology infrastructure** is the collection of devices, software, processes and management services, which supports both the provincial and the common services that are important to the operations of the school districts and Department of Education central office. It includes, but is not limited to:

- Internal and external (Internet) connectivity
- Network security / Proxies
- Network addresses assignment
- Network management
- Remote access to the network
- Domain names
- Electronic messaging
- Operating System, Software, Browsers, Virus protection
- Content delivery infrastructure

**Common applications** are all applications and services that are important to the delivery of the common mandate of the school districts and Department of Education central office. They include, but are not limited to:

- Financial Management system
- Payroll system
- Human Resources Management system
- Student Information system
- Student Transportation Management system
- School Facilities Management system

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- Course enrollment Management system
- Asset Management
- Outcome management (Performance Indicators)
- Technical support management system
- Electronic messaging
- Electronic conferencing

**Technical services** are the services required to support the applications and technology infrastructure common to the districts and central office of the Department of Education. They include, but are not limited to:

- Technical support model
- Internet content hosting and management

**Data management** is the process of data collection and analysis that supports the planning and decision-making of the Department of Education and the New Brunswick public education system. It includes, but is not limited to:

- Data standards
- Security of information

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#### 4.0 LEGAL AUTHORITY

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**4.1** Under subsection 40.1(1) and (2) of the [Education Act](#), school districts are required to provide statistical and financial information [40.1(a)]; information relating to the educational performance of the pupil [40.1(b)]; and such information as the Minister considers necessary [para. (2)], to the Minister. This information must be submitted at such times and in such formats as determined by the Minister.

**4.2** With respect to information and data systems, subsection 40.1(3) of the [Education Act](#) stipulates that:

The Minister may require that such information systems and data standards as specified by the Minister be used in schools, and school districts if, in the opinion of the Minister, such are required to facilitate information sharing, data transfer, technical support and reporting requirements.

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#### 5.0 GOALS / PRINCIPLES

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**5.1** Students, educators and staff in the public school system should have access to current and fully functional information and communications technologies.

**5.2** Data management throughout the Department of Education and the public school system must be relevant and timely, with data that is accurate and complete.

**5.3** Data collected on behalf of Statistics Canada must fulfil their reporting requirements.

- 5.4 Data collected in the Department of Education and the public school system should support public education research and effective planning.
- 5.5 Information technology and data standards must facilitate information sharing, data transfer, technical support and reporting requirements.

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## 6.0 REQUIREMENTS / STANDARDS

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### 6.1 Information Technology (IT) Infrastructure

#### 6.1.1 Information Technology Standards

6.1.1.1 Schools, school districts and the Department of Education must comply with all aspects of the design, management and support of the information technology infrastructure in accordance with provincial and departmental IT standards.

6.1.1.2 Schools, school districts and the Department of Education must use the established information technology infrastructure, common services and technical services as defined in section 3.0 of this policy.

#### 6.1.2 Purchasing and Development

6.1.2.1 Schools, school districts and the Department of Education must comply with the Public Purchasing Act. In addition, schools and school districts must comply with [Policy 107](#) – Purchasing.

6.1.2.2 Schools, school districts and the Department of Education must obtain the permission of the Minister, through the written authorization of the Director of Information System Services, prior to the development, purchase or use of any computer application, software, communication's equipment and services for aspects of the IT infrastructure defined in section 3.0 of this policy.

### 6.2 Data Management

#### 6.2.1 Personal Information

The management of data containing personal information must be in compliance with the *Protection of Personal Information Act*; and all school, school district and Department of Education staff must follow the principles stated in the "Statutory Code of Practice" of the Act.

#### 6.2.2 Reporting

Relevant and required data must be maintained for reporting and planning purposes in accordance with provincial data standards; and must be submitted within the timeframes and in the formats that are determined by the Minister.

**6.2.3 Data Standards**

Schools, school districts and the Department of Education must comply with provincial and departmental data standards, as set out:

- in the directives issued at the time of requests for data; and
- in [Appendix “A”](#), Sources of Data Standards, of this policy.

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**7.0 GUIDELINES/RECOMMENDATIONS**

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**7.1** Schools, school districts and branches and divisions of the Department of Education should contact the Information Systems Services Branch of the Department of Education for information on the IT standards, resources materials and services of both the departmental and the provincial government.

**7.2** Schools, school districts and branches and divisions of the Department of Education should contact the Data Management Services Section of the Department of Education for information on data management services.

**7.3** Schools and school districts may refer to the provincial guideline governing the data elements specified by *Student Data Standards*, published by the Department of Education August, 1994.

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**8.0 DISTRICT EDUCATION COUNCIL POLICY-MAKING**

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District Education Councils may develop policies respecting data management and IT standards consistent with the minimum standards and policies specified by the Minister of Education.

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**9.0 REFERENCES**

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**Acts:**

*Protection of Personal Information Act*, including Schedule ‘A’ – Statutory Code of Practice

*Public Purchasing Act*

**Publications:**

Corporate Data Standards, select ‘Data Standards’ from the menu.

*Student Data Standards*, Department of Education (August 1994)

**Related Department of Education Policies:**

[107](#) – Purchasing

[311](#) – Information and Communications Technology Use

801 – Student Records

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**10.0 CONTACTS FOR MORE INFORMATION**

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Department of Education – Information Systems Services Branch  
(506) 453-7158

Department of Education – Data Management Services Section, Policy and Planning Branch  
(506) 453-3090

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