



**APPENDIX 1 TO ELECTRONIC MONITORING ADMINISTRATIVE PROCEDURE**

<b>Tool</b>	<b>What is monitored?</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	Safety and Security	Prevent the transmission of inappropriate/confidential data over insecure e-mail
Network Monitoring	All network traffic	Packet analysis	Protect the integrity and availability of the network
Account Authentication	Staff login to services	Authentication Server	Protect against unauthorized access
Device Management (iPad)	Installed on all Board iPads	Mobile Device Management	Protect against loss/ theft, and enforce security settings
Device Management (laptop)	Installed on one-to-one/ administrative laptops	Endpoint Security Tool	Protect against loss/ theft, and enforce security settings
Video surveillance	Some facilities	Video surveillance cameras and recording systems	Safety, theft, illegal activity, behavioural/ incident monitoring, and review.