



YORK CATHOLIC DISTRICT SCHOOL BOARD

Human Resources Superintendent's Office

TO: All Board Employees

C: Strategic Leadership Team
Cheryl Kennedy, Employee Relations Officer / Privacy Manager

FROM: Lynda Coulter, Superintendent of Employee Relations

DATE: June 12, 2012

SUBJECT: Internet Offence Declaration "iCOD" & Employee Acceptable Use of Information Technology

Commencing June 12, 2012 the annual Internet Offence Declaration (iCOD) process begins for all employees for the 2012-2013 school year.

To access iCOD:

- log into the Board website: www.ycdsb.ca
- click on "staff"
- click on the log in link under "internet criminal offence declaration"
(if you see a log in screen, please see attached log in instructions)
- click on "icod"
- click on "home"

Help

Please call the Help Desk at **1-888-767-4778 choose option 4** for further assistance.

Legislation

Ontario Regulation 521/01 requires school boards to collect offence declarations from all employees by September of each year. Therefore all employees are required to make an annual offence declaration. Failure to do so may result in suspension or termination of employment.

NEW: Employee Acceptable Use of Information Technology Acknowledgement

In accordance with Board policy, employees are asked to acknowledge having read, understood and accepted the information and conditions contained within the YCDSB Employee Acceptable Use of Information Technology policy.

Upon entering the iCOD portal, once you confirm your employee number you will be asked to read and acknowledge the above policy. You must accept in order to continue to the internet offence declaration page.

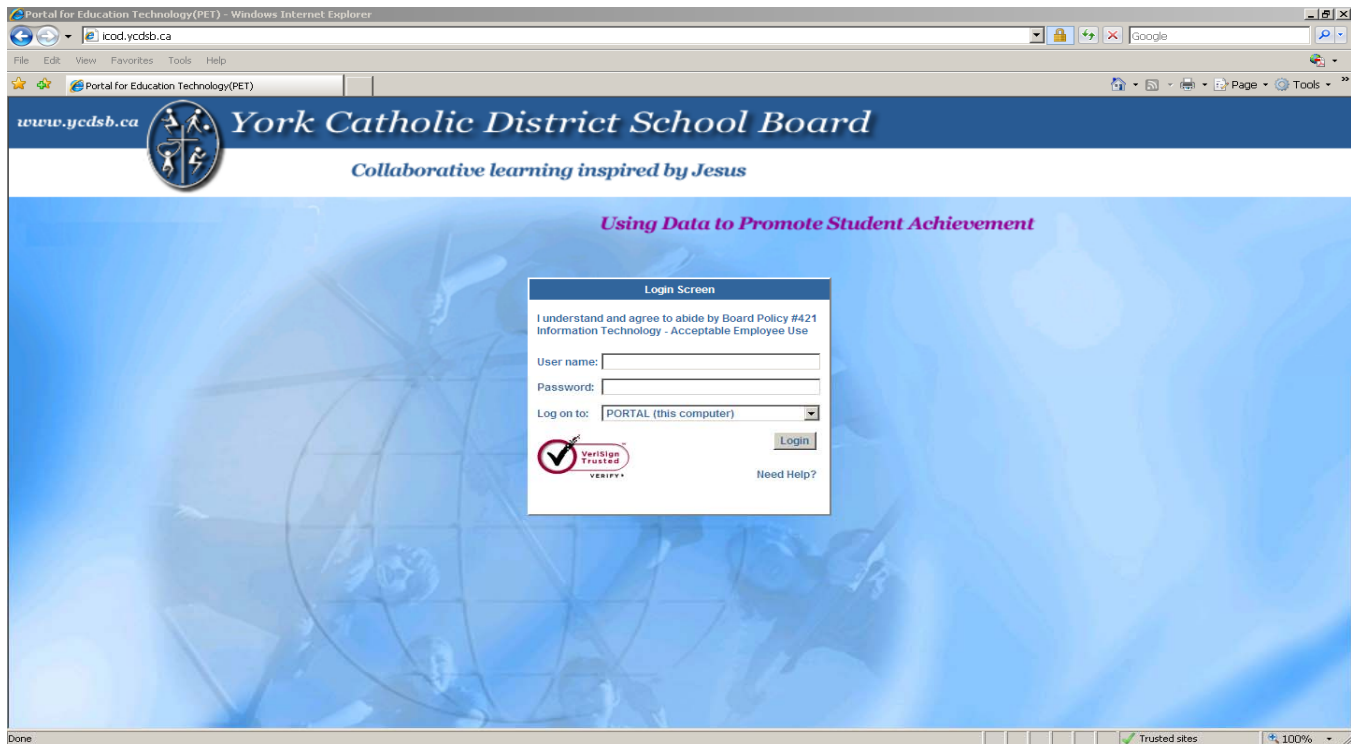
Confidentiality

Please be advised that access to employees' offence declarations is only available to the Superintendent of Employee Relations and the Employee Relations Officer.

The iCOD website will be available **until June 29, 2012**

LOG IN INSTRUCTIONS

If you are **NOT** logged into the YCDSB network



EMPLOYEES WHO ARE LOGGING IN FROM HOME OR WHO DO NOT HAVE BOARD COMPUTER ACCESS:

User name: Employee Number (can be found on your paystub)

Password: Month and Year of Birth (example: May, 1968 enter as 05-1968)

Log on to: Choose **PORTAL (this computer)** from the drop down menu

LOG IN INSTRUCTIONS

If you ARE logged into the YCDSB network

ICOD PORTAL

1. Click on iCOD
2. Then click on the “home” icon to begin.

Portal for Education Tools (PET) - Windows Internet Explorer

https://webappsdev.ycdsb.ca/

York Catholic District School Board

Common
iCOD
Home

1. Click on iCOD

2. Click on the “home” icon to begin the process

Welcome to the Portal for Education Tools (PET)

Vision Statement

“we are a Catholic Learning Community of collaborative partners, called to serve one another by being committed to and accountable for quality learning by all with Jesus as our inspiration”

Walking towards success!