

November 17, 2004

ADOPT A NEW POLICY TO ESTABLISH A SINGLE, COMPREHENSIVE

INFORMATION SYSTEM

THE CHIEF EXECUTIVE OFFICER RECOMMENDS:

That the Ontario Board of Education ("OBE") adopt a new Policy to establish a single, comprehensive information system.

and curriculum and instructional management will be maintained electronically in IMPACT when specified. Electronic records located on IMPACT will replace paper records upon the Commission's approval of the retention schedule for such electronic records. In accordance with state laws and Board policies (including the Retention and Management of Business Records, # 01-0725-PO3 and the Guidelines for Maintenance of Student Records, # 01-0328-PO2 as such policies may be amended from time to time) the Commission shall review and approve retention periods for each electronic record series.

IV. Cottage Systems

Upon deployment of IMPACT at each CPS unit or school, the use of Cottage System software that provides the same or similar functionality as IMPACT is strictly prohibited. Upon deployment of IMPACT at each CPS unit or school, no such Cottage Systems may be used or maintained except as approved in writing by the Chief Information Officer ("CIO"). Non-SI System data, including student information, specialized services management, curriculum management or instructional management information, that exists on any Cottage System and has a corresponding place in IMPACT will be converted and populated into IMPACT. There will be a one-time only upload of information from a Cottage System into IMPACT. Once this upload is complete, schools/units will discontinue use of the Cottage System, except as