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Date of Issue	June 2022
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Subject	**INSTRUCTIONAL TECHNOLOGY**
References	Policy 2230 – General Purchasing
	APM A5201 – Property and Equipment – Maintenance and Replacement (Allocation of Costs)
	APM A2500 – Purchasing Procedures
Contact	Information Technology Services (ITS)

This Administrative Procedures Memorandum (APM) sets out the parameters for the purchase, licensing, support and withdrawal of instructional Information and Communication Technology (ICT) resources, software and hardware, including: computers, iPads, Chromebooks, peripherals, network devices, maintenance and services.

1. Instructional Technology for Students

1.1 Instructional technology is refreshed on a cyclical basis. Each year, a portion of the devices provided for student use are refreshed, depending on life expectancy of the devices. It is during the annual refresh planning that changes to the total number of computers in a school is adjusted, based on enrollment. Projected September student Average Daily Enrollment (ADE) (used to calculate staffing) is used as the basis to calculate ICT resource allocation.

1.2 The classroom ICT refresh plan is reviewed on an annual basis to adjust for changing classroom curricular needs, and board and industry technology trends.

2. Purchasing and Distribution of ICT Resources

2.1 Annual classroom technology renewals will normally be completed during the June to August period at the end of the budget year. Obsolete equipment will be removed and recycled during the renewal program.

2.2 A quantity of obsolete equipment may be provided to appropriate technology courses in secondary schools for curriculum purposes. The request for obsolete equipment to assist in student instruction should be part of annual school planning, per section 2.4. This obsolete equipment may be connected to the guest or board network, as determined by ITS, at the school's expense. However, ITS will not support the obsolete equipment or the connection to the network. This equipment is not intended to be provided to students to use as personal computers.

2.3 ICT resources purchased through Special Equipment Amount (SEA) funding are included in the ICT refresh plan. SEA equipment provisioning is not included in this APM.

2.4 School administrators will develop an ICT refresh plan every spring to support annual technology renewals. The ICT refresh plan will take into consideration the distribution of technology to students based upon curricular needs and objectives.

3. Additional Hardware Purchases

3.1 Schools may purchase additional ICT products (e.g. computers, iPads, Chromebooks, printers, scanners, projectors) in addition to the technology provided in the ICT refresh plan. All purchases must be made in accordance with Policy 2230 – General Purchasing and APM A2500 – Purchasing Procedures and approved by ITS.

3.2 ITS, in conjunction with the Purchasing Department, will provide information on board technology standards and pricing. This is available through Requisition Workbench.

3.3 ITS will support the additional equipment purchased by the school if it is the same equipment (make and model) provisioned by ITS in the ICT refresh plan.

3.4 The ICT refresh plan will not replace school purchased additional hardware when it is deemed obsolete and removed by ITS.

3.5 Computers, iPads and Chromebooks purchased during any one school year will be scheduled for removal at the same time as like devices purchased through the ICT refresh plan the same year. It is the school's responsibility and cost to replace this equipment if it is still required. ITS will attempt to inform the principal if any school purchased additional hardware will be removed as part of the ICT refresh plan.

4. Device Support and Maintenance

4.1 Devices purchased through the ICT refresh plan and additional hardware purchased in accordance with section 3, will be purchased with a warranty and maintenance agreement that conforms to board standards and practices.

4.2 Repair costs incurred due to vandalism or negligence will be charged to the school basic budget.

5. **Software Fees and Licenses**

5.1 Each device will need software licensing for the life expectancy of the system. The fees for software licensing for additional hardware purchased by schools is the responsibility of the school. Requirements and costs will be assessed at the time of purchase, based on current contracts and agreements and according to board standards and practices.

5.2 Only approved software may be installed on board provided computers.

5.3 Software installation on networked computers or servers will be completed by ITS.

5.4 Requests from school administrators for additions to the approved software lists will be made through a SUPPORTdesk ticket.

6. **Teaching Laptops**

6.1 Every teacher with a combined Full Time Equivalent (FTE) status of 0.5 or greater is supplied with a teaching laptop. This equipment is refreshed on a cyclical basis.

6.2 If a teacher changes to a different location, they will take the assigned laptop to the new location, unless their combined FTE drops below 0.5.

6.3 School administrators will collect teaching laptops from teachers when their assignment/employment ends. A SUPPORTdesk ticket shall be entered to request teaching laptops be re-assigned to a replacement teacher or returned to ITS for redistribution.

6.4 The cyclical renewal of teaching laptops is based on the year the device was purchased. The renewal is not based on location.

7. **Unsupported Technology**

7.1 The choices and options for technology continue to grow at an exponential rate. ITS regularly reviews the equipment it is able to support, taking into consideration the amount of resources available and the needs of the system. It is important to take into consideration whether or not ITS will provide support prior to making any purchasing decisions.

7.2 The costs associated with unsupported equipment including software, maintenance and disposal will be the responsibility of the school.

8. **Donated Technology**

8.1 New donated equipment that meets the current board standard (make and model) of supported equipment will be treated as additional hardware purchases (see section 3).

8.2 All other new or used hardware accepted by schools as donations are not part of the ICT refresh plan and will not be renewed, replaced or repaired by ITS. Donated hardware may be connected to the guest or board network, as determined by ITS, at the school's expense. The effort required to connect to the guest network will not be supported by ITS.

8.3 Before accepting a donation of ICT products, the school administrator must discuss the acquisition with ITS management.

8.4 It is the responsibility of the school administrator to ensure that software installed on donated computers is licensed appropriately.

8.5 It is the responsibility of the school administrator to ensure that health and safety is not compromised by the installation of additional ICT resources.

8.6 The total cost of ongoing maintenance, including disposal of donated ICT resources, is the responsibility of the school administrator.

9. **Infrastructure**

9.1 Network infrastructure including switches, routers, wireless access points and wiring required to connect equipment are the responsibility of ITS.

9.2 Wiring costs for additional drops or relocating drops are the responsibility of the school.

10. **Printers**

10.1 The most cost-effective printing is provided by the multifunctional printers (MFPs). These devices provide a "per copy" pricing, which includes the cost of supplies and maintenance and eliminates the need for an upfront capital investment.

10.2 ITS maintains a budget to replace printers on an as-needed basis. There is no scheduled replacement plan for printers.

10.3 With the growing use of technology and collaboration initiatives, the requirement to print continues to decline. Careful consideration should be taken before printing.

11.   Projectors

11.1   The cost of repair and replacement of projectors is the responsibility of ITS. This includes the cost of replacement lamps.

11.2   ITS staff will replace a projector that is determined by ITS to be cost prohibitive to maintain or too old to repair.

11.3   The standard for projectors is a wall mounted, ultra-short throw projector. Projectors outside this standard must be approved by ITS.

12.   Special Projects and Specialized Equipment

12.1   There are special projects that occur from time to time. These special projects will be considered on a project by project basis.

12.2   Specialized equipment is equipment that is required to meet a specific need, but is not covered by this APM. The requirements for specialized equipment will be considered on a case by case basis.

13.   Disposal of Obsolete Technology

13.1   ITS will arrange and cover any costs for the proper recycling or disposal of obsolete equipment, with the exception of unsupported and donated equipment.

14.   Lost, Stolen or Severely Damaged Technology

14.1   All devices that are lost, stolen or damaged beyond repair will be reported via a SUPPORTdesk ticket.

14.2   If a device is lost, stolen or damaged beyond repair, replacement of a new device by the school is mandatory. Replacement costs will be charged to the school basic budget.

14.3   If the school determines that a specific party is responsible for the loss, theft or damage, that party should be held accountable for the cost to replace the device.

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Issued under the authority of the Director of Education