INFORMATION AND COMMUNICATION TECHNOLOGY

Background

The Division believes that the use of Information and Communication Technology (ICT) will provide an opportunity to:

1) access, share and create knowledge
2) discover, develop and apply competencies,
3) develop and apply digital citizenship and technological skills
4) demonstrate knowledge by effectively using a range of resources and media
5) monitor student learning progress and inform decisions through the use of data and evidence based reasoning
6) stay current with educational technology research
7) use data systems and evidence-based reasoning to monitor and support personalized, student-centered learning
8) use technology and digital resources innovatively and effectively for learning, teaching, leadership and administration
9) use technology and research to design personalized, authentic and student-centered learning opportunities to meet the diverse needs and interests of all students
10) engage in professional growth opportunities that are broadened and diversified through technology, social media and communities of practice

Definitions

"Network resources" refers to all hardware, software, services (e.g., cloud services or Internet) and information resources accessed by authorized users of the Livingstone Range technology network.

"Cloud computing" is a model for network or Internet access to shared resources, software and information. It is delivered as a service that computers or mobile devices can access on demand.

Procedures

The following procedures have been designed to ensure that technology use in Livingstone Range School Division is maintained in a current, well-managed, relevant, and secure environment.

1.   Planning and Administration

   a)   Technology planning and purchasing is the responsibility of the Livingstone Range School Division Technology Department in collaboration with divisional staff.

   b)   A Technology Plan for Livingstone Range School Division will be maintained and reviewed annually by the Technology Services Department and senior

management. This plan will contain:
  i) measureable goals and strategies
  ii) a divisional evergreening Plan
  iii) a divisional Technical Plan that will be based on recognized Information Technology Infrastructure Library (ITIL) standards and will adhere to Alberta Educational Infrastructure Standards.

  The plan will correspond and reflect goals identified in the Learning and Technology framework.

c) The Technology Services Department will maintain a [Technology Handbook](#) that clearly lays out processes and structures within the department and to guide daily work related to network resources. This guide will be updated annually and made available to schools in a digital format. The Handbook will provide information on:
  i) Technology Service Level Agreement Purchasing
  ii) Evergreening
  iii) Security
  iv) Website Guideline
  v) Divisional Technology Plan

2. Access to Network Resources

  a) All network resources are the property of Livingstone Range School Division and are subject to the general procedures of the jurisdiction. Any alteration to the network resources must be implemented and carried out through the Technical Services Department.

  b) Access to network resources with devices which are not divisional property must be authorized by the principal, subject to the following conditions:
    i) there must be no violation of licensing agreements;
    ii) access is achieved through processes defined and supported by the Technology Services Department;
    iii) liability for damage to either the device or the network resources resides solely with the user.

  c) All users of technology in Livingstone Range School Division will be expected to adhere to the ethical and legal use of technology as detailed in documents such as the Education Act, the Alberta Teaching Quality Standard, and the Criminal Code of Canada. The jurisdictional "Network Responsible Use Agreement" form will be considered the base standard and guiding document for network use.

  d) Parents of students in kindergarten-grade 4 will be asked to sign a "Network Responsible Use Agreement for Students" form on behalf of their child(ren) in order for them to have access to network resources. For students in grades 5 -12, and not 18 years of age, both a parent and the student will be required to sign the agreement. Students who are 18 years of age or older will sign their own agreement. This agreement will be signed again by the appropriate individual(s) as a student moves from school to school, when a student moves from grade 4 to grade 5, or when there is a significant change in the student's home/school situation.

  e) The school principal shall ensure that the ethical and legal implication of the "Network Responsible Use Agreement for Students" form is explained to students on an annual basis by a knowledgeable individual.

f) Employees will take reasonable precautions for the security of personal information contained on mobile devices and cloud resources (e.g., laptops, mobile storage devices, and Phones), in accordance with the Freedom of Information and Protection of Privacy Act (FOIPP) and the Criminal Code of Canada.

g) It is recognized that in connecting to public networks, students may have access to inappropriate materials. Precautions must be taken at the jurisdictional and school levels to restrict access to inappropriate materials. A content filtering software application is in place centrally to block sites such as pornography, hate etc. Supervision practices must be in place to monitor internet use in schools by students.

h) All students will have the opportunity, within available resources and reasonable security restrictions, to access jurisdictional technology in a manner that will allow the development of skills, interests, and talents that will enable them to be effective communicators and achieve the desired outcomes identified by Alberta Education.

3. Network Maintenance

a) An evergreening plan for network resources renewal will be maintained by the Technology Services Department and implemented in collaboration with schools within the division. Key principles include:
   i) Technology purchasing and planning is the responsibility of the Livingstone Range School Division Technology Department in consultation with individual schools as appropriate.
   ii) End of life of a computer/tablet/Chromebook is four (4) years, pending available resources.
   iii) Forklift style equipment removal will be practiced when a site is scheduled for evergreening. **All four (4) year old computers/tablets/chrome books** will be removed. Exceptions may include specialized equipment for CTS, Graphics/Video production, etc. as determined by the Technology department in consultation with the school and available resources.
   iv) Jurisdictional evergreen monies will provide technology based on the following ratios:
   - Established funding amount per registered student (flex funding spent according to school planning) determined per evergreen cycle by Administrative Council.
   - Established funding amount per school for innovative or additional technology determined per evergreen cycle by Administrative Council.
   - 1 to 1 Teacher to computer ratio
   - 1 to 1 FTE School Administrative Assistant to computer ratio
   - 1 computer for Learning Commons
   - 2 printers
   - It is expected that each school will maintain a minimum of 4 to 1 Device (computer/tablet/Chromebook) to Student ratio.
   v) Per student and staff funding is determined from the September 30 staff and student count for that evergreen year.
   vi) Schools wishing to purchase additional computers/tablets/Chromebook may do so using school-based funds during their evergreen purchase window.
   Schools must include within their evergreen allocation planning for CSA approved carts, cabinets, or other secure storage and charging solutions for portable devices (laptop/tablet/Chromebook)
   vii) Each school has an evergreen window once every four years. If a school wishes to purchase additional Division approved technology

(computer/tablets/Chromebook) outside of this buying window, the request will be reviewed by the Associate Superintendent in charge of Technology and Technology team in consultation with the school.

b) In order to support consistent standards, take advantage of volume discounts, and procure durable equipment, schools will be required to coordinate all hardware and software purchases through the division's central office purchasing agreement with the Southern Alberta Computer Consortium Agreement (SACC).

c) The terms of the SACC Agreement will be reviewed annually by the Technology Services Department. Recommendations to continue, amend or dissolve the agreement will be made to the Superintendent of Schools.

d) The school division will maintain technical standards for hardware and software in order to maximize quality, equity, technical support, and minimize costs, (in the technology handbook). The standards will be reviewed according to changing technology standards and in conjunction with the annual review of the technical plan.

e) Software standards for electronic information storage and exchange in schools will be reviewed on an annual basis and conform to the requirements of Alberta Education.

f) All schools in Livingstone Range School Division are required to use a common software package for student information services.

g) Software installation must be done by staff from the Technology Services Department, subject to the following conditions:
   i) jurisdictional and school-owned software programs shall comply with license and copyright agreements;
   ii) personal software shall not be installed on school division computers;
   iii) all software must be registered in the name of the purchasing school or Livingstone Range School Division;
   iv) installation of software may proceed after the Technology Services Department has tested the software to ensure network and image compatibility.

h) Network resources are the property of the school division. Within the parameters of FOIPP, and any other relevant legislation, the Technical Services Department may review files and communications to ensure system integrity and responsible use of resources.

i) All network resources are the property of Livingstone Range School Division and have been allocated to be used for educational purposes. Personal use should be within legal confines and not be disruptive to the network.
   i) Schools are not allowed to accept donated computer equipment.
   ii) In order to meet FOIPP and licensing requirements and to support the provincial recycling program, technology equipment that is no longer needed must be disposed of by the Technology Services Department. All equipment must be gathered and taken to a company that is certified to collect and process technology items.

4. Professional Development

a) Educators will develop the necessary knowledge, skills, and attributes to use technology effectively to support learning and teaching as required by the Teaching

Quality Standard.

b) Support staff will develop the necessary knowledge, skills, and attributes to use technology effectively in accordance with their job assignment(s).

FORMS: Network Responsible Use Agreement for Staff
Network Responsible Use Agreement for Students
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References
Teaching Quality Standard
Freedom of Information and Protection of Privacy Act (FOIPP)
Criminal Code of Canada
Administrative Procedure 514 – Disposal of Furniture & Equipment
Education Act Sections 18, 31, 32, 33, 52, 53, 196, 197, 204, 222.
Updates: July, 2007; August, 2009, June 2011, May 2012, July 2013, October 2017, June 2018, January 2020, February 2020.