



Livingstone Range
SCHOOL DIVISION

Technology Services Handbook

2022-2023



Livingstone Range SCHOOL DIVISION

Mission

Livingstone Range School Division inspires excellence through meaningful relationships, innovation, and collaboration.

Vision

Every student,
every day.

Core Values

Student-Centered
Leadership
Integrity
Wellness
Place-Based

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Section 1: Technology Services Department

The role of technology in Livingstone Range School Division is to support the learning process of students.

(Livingstone Range School Division, Three Year Technology Plan)

Technical support is provided to the jurisdiction by three technicians, a student information systems coordinator. School-appointed technical support provides liaison services between school personnel and Technology Services. Their responsibility is to provide basic level services and to submit Help Desk requests as needed.

Associate Superintendent of Curriculum and Innovation

Chad Kuzyk

Office Phone: 403-625-3356, Email: kuzykc@lrsd.ab.ca

Supervisor Technology Services Department

Functions:

- Consult with stakeholders to address technology needs and concerns in LRSD
- Facilitate strategic planning, establish standards and provide direction
- Research, grow and maintain an innovative and diverse knowledge base
- Assist in the gathering, analysis and reporting of data that guides planning and decision-making
- Supervise Technology Services personnel
- Collaborate to support specific student learning needs.
- Support teaching staff to develop both operation and application skills associated with infusing technology into learning environments.

Senior Computer Technician

Rod Kettles

Office phone: 403-625-3356, Email: kettlesr@lrsd.ab.ca

Functions:

- Develop and articulate technology initiatives to jurisdiction stakeholders through a collaborative process
- Plan and manage Technology Department budget
- Liaise and coordinate annual technology Evergreen program for the jurisdiction
- Plan and liaise with Facility Services and site administration regarding technology infrastructure in jurisdiction buildings
- Plan and maintain Network Bandwidth and Firewall infrastructure
- Plan and provide technical coordination of jurisdictional video conferencing activities
- Plan and liaise with stakeholders regarding Data security

Computer Technician, North Corridor

Sterling Tippet

Office phone: 403-625-3356, Email: tippetts@lrsd.ab.ca

Functions:

- Technology Purchasing Facilitation
- Destiny Server Administrator
- AMP Act 1 (Premise Wiring)
- MCITP – MS Certified Professional (Server Administrator)

Computer Technician, West Corridor

Curtis Rigaux

School phone: 403-627-3118, (Canyon) Email: Rigauxc@lrsd.ab.ca

Functions:

- Work with schools and website provider to maintain and update Division and school sites.
- Work with schools on support and maintenance of School Messenger automated notification system.
- Work with PublicSchoolWORKS™ on import and administration of staff/students
- Work with SIS Coordinator on maintenance of Edsembli/Edsby production and test server
- Data extraction from Edsembli into various applications including Kev/Destiny/AHS
- AMP Act 1 – Premise Cabling
- Network + Certification
- MCITP – Server Administrator certification
- Security of computer data
 - MCITP – Server Administrator certification
 - ISO 27001 Foundation

Student Information Systems Coordinator

Melanie Housenga

Office Phone: (403)625-3356 Ext. 5033, Email: Housengam@lrsd.ab.ca

Functions:

- Edsembli Student Information System Admin Software
 - Training and ongoing technical support with vendor
 - SIS coordinator and administrator
 - Ongoing technical support
- AB Education
 - Training sessions
 - Ongoing Help Desk support
 - PASI
 - MyPass support
- Dossier and Imagine Everything
 - Help Desk Support
 - PAT/Diploma data entry
 - Administration support
- Edsembli & Edsby Gradebook Settings, sync & support
- Settings and sync for Hapara
- Parent, Student & Staff Communication Tools
 - Edsby – Email, River of News & Push Notifications
 - School Messenger – Automated Phone Calls, Text Messaging, Email
 - Online Student Registration

Section 2: Administrative Procedures

Procedures have been designed to provide a framework to ensure that technology use in Livingstone Range School Division is maintained in a current, well managed, relevant and secure environment. It is important that school staff are aware of the procedure and its contents to ensure the safe and appropriate use of technology in LRSD. A complete copy of the procedure follows and may also be found on the LRSD web page at: [LRSD Admin Procedure 140 - Information and Communication Technology](#)

Administrative Procedure 140 - Information and Communications 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 (FOIPPA) 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](#)

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.

Administrative Procedure 142 – Electronic Social Media

Background

The Division recognizes that the use of electronic social media by staff is a viable means to engage colleagues, parents and students in the enhancement of student learning. The Division is committed to supporting the use by staff of electronic social media to interact knowledgeably and responsibly for instructional and professional development purposes. The Division recognizes that parents entrust educators with the duty to educate their children, and that the use of the Internet and electronic social media has the potential to affect this trust.

Definitions

“Electronic social media” means electronic access to and use of blogs, personal websites, RSS feeds, postings on wikis and other interactive sites, such as but not limited to: Facebook, Instagram, Twitter, Instant Messaging and postings on video or picture-sharing sites and elsewhere on the Internet.

“Enactment” means applicable federal and provincial legislation and regulations, jurisdiction policies, regulations, handbooks, guidelines and codes of conduct and school handbooks.

Procedures

Divisional staff will implement the following procedures:

1. Interactions Representing the Jurisdiction:

- a) Unless given written permission from a principal or supervisor, staff are not authorized to use electronic social media sites to represent a school, department or the Division.
- b) In cases where a user is directly or indirectly identified as an employee of the Division, the user profile or post must clearly state that said user is not representing the views of a school, department or the Division.

2. Respect, Privacy and Confidential Information

- a) Divisional staff will not disclose confidential student information, images or confidential school, department or personnel records without first obtaining written consent from the principal, supervisor or guardian for students under the age of 18 or from independent students aged 16 or 17 who have removed themselves from parental control.
- b) Division staff will not use electronic social media sites to be defamatory towards students, Divisional employees or Divisional policies and regulations.
- c) Divisional staff will not engage electronically in behaviour or comments that would reflect negatively on a school or the Division’s reputation.
- d) Divisional staff may be disciplined if their social media comments and postings, whether personal or school/Division related, result in a disruption to a school or the Divisional environment; or negatively impact the staff’s ability to perform his or her duties.
- e) Divisional staff will use only their own name, when participating in an online social media group for academic purposes.
- f) Divisional staff may be disciplined for posting or promoting electronic commentary, content or images that are defamatory, pornographic, proprietary, harassing or that create a negative work environment.
- g) Divisional staff participating in social media activities acknowledge that all information posted to sites is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

3. Staff-Student Online Correspondence

- a) Principals will inform all staff that online correspondence between staff and students must be related to course work, or school sanctioned clubs/activities and should include parents, when possible.
- b) Principals will only approve school-based electronic social media groups that will be supervised and monitored by a teacher.
- c) Principals will ensure that all school-sanctioned electronic social media groups have at least two staff members with administrative privileges.

- d) Principals will inform staff members participating in school-created electronic social media groups with students that the ethical standards for the teaching profession apply at all times, whether in a traditional school environment or an online environment.
- e) Divisional staff shall not initiate or accept electronic “*friends*” invitations from students unless the networking is part of an existing school course or school club structure and at least one other staff member has administrative access to the electronic social media group.

April, 2012

References

Calgary Catholic School District

Freedom of Information and Protection of Privacy Act (FOIPP), Sections 40 & 41

Updates: June 2013, June 2018, January 2020

Reviewed: February 2020

Section 3: Technology Service Level Agreement

Objective

The purpose of the Service Level Agreement (SLA) is to establish a standard procedure for all work requests, and to document expectations of two-way accountability. The SLA and its associated documents will provide a clear understanding of the commitments required by Information Technology and network users within LRSD. It is expected that adherence to these service procedures and processes will provide the most efficient handling of technical work requests. The SLA applies to any person using LRSD’s information technology resources at any site. The SLA applies to all divisionally purchased hardware, software and infrastructure.

Services

LRSD owned hardware is fully supported.

Service Interruption

It may be necessary for Information Technology to interrupt network services for repair or maintenance. Notification via e-mail and at www.LRSD.ca will be provided 24 hours in advance for scheduled interruptions or outages. In addition, technical services can be interrupted for numerous reasons, including weather emergencies, service provider outage, etc. Urgent notices will be made via telephone and/or e-mail where necessary. At times, critical situations will arise (virus attack) that may require the infrastructure or an individual account to be shut down without notice.

Software Support

Software support is determined by Admin Procedure #140. Technician software support is limited to **installation, maintenance, updates, testing, back-ups, and technical troubleshooting**. Due to limited resources, technicians cannot provide professional development on how to use software.

LRSD Information Technology provides service and support of:

1. Wired and wireless data,
2. LRSD owned network devices (servers, switches, routers)
3. Fiscal planning and purchasing for school based technology
4. Based on the Evergreen plan, student and staff computers will only be purchased for a designated evergreen site during the evergreening buying window of April 1 to June 30 of a given year
5. Standard computing and printing hardware (excluding photocopiers)
6. Based on the Evergreen plan, students and staff computers shall be four years old or newer
7. Damaged or disfigured computer equipment shall be removed from service until such time as it is repaired or replaced
8. Inventory of LRSD technical assets
9. Acquisition and support of interactive boards, projectors and peripherals
10. Purchase, shaping, maintenance, monitoring and analysis of Supernet and internet bandwidth
11. SIS software support, scheduled backups, upgrades and advice to schools on security of student record systems
12. Destiny school library software
13. Security – web filtering, antivirus protection, firewall and anti-spam
14. User network resource access and management – e-mail accounts, establish and delete profiles, log-ins, network permissions, drive mapping, storage and back-up
15. Licensing – negotiate contracts, maintain agreements, renewals and payment
16. Division owned cell phones
17. Ongoing technology equipment repair and maintenance.
18. Virtual school digital platform.

Technician Hours of Operation

Technical support can be accessed between the hours of 8:00 through 4:00 Monday through Friday.

Service Times

Technicians will arrive at site on scheduled days to attend to Facility Asset Management Enhancement (FAME) help desk requests. Principals can identify priority items to be addressed during the time allotted for that day. Technology department will make note in FAME of progress and update priority setting as required.

Technology Request Priority Summary

Requests may require priority adjustments at the discretion of the Information Technology staff if they do not meet the criteria for the priority as described below.

Priority	Criteria	Target Response Time
Priority 1 Urgent	<p>Affects whole school</p> <p>No workaround available</p> <p>Examples:</p> <ul style="list-style-type: none"> • Divisional e-mail not functional • Server system 'down' • Site internet 'down' 	Technicians will be assigned for immediate response
Priority 2 High	<p>SIS / Destiny / Public Website home page 'down'</p> <p>No workaround available</p> <p>Examples:</p> <ul style="list-style-type: none"> • Admin Assistant computer nonfunctional • Whole classroom lab down • No wireless available 	<p>Initial response within 3 hours</p> <p>(phone, onsite, e-mail, remote service)</p>
Priority 3 Medium	<p>Workaround available</p> <p>Examples:</p> <ul style="list-style-type: none"> • Single computer issue but could use another • Jammed printer but can access another • Software installation 	Initial response at next scheduled site visit
Priority 4 Low	<p>Minimal effect on productivity</p> <p>Examples:</p> <ul style="list-style-type: none"> • Monitor showing odd colour • Non-priority software installation • Cosmetic issues with cables 	Best effort as time allows

Method of Contact for Support/Service Requests

- Technical support is provided through the FAME help desk database ([Appendix 1](#) gives detailed instructions on accessing this resource). This is the central point of contact for all technical support. Utilization of the Help Desk process allows work to be prioritized, assigned, tracked and escalated, based on priority. Phone support is available for urgent or high requests during business hours by the technology department assistants at central office. Please note that phone support may not be immediately available at all times.
- Work request priority assignments are made at the time of the request. Requests may require priority adjustments at the discretion of the Information Technology staff if they do not meet the criteria for the priority as described previously.
- Each site will have the principal or designate and administrative assistants identified with permission to input support requests. It is expected that coordination of request input will happen at the school level and that only one request will be submitted for each incident/issue. It is the responsibility of the individual posting a service request to ensure that a clear and specific description of the problem is provided and that the information is accurate.

For urgent or high support, call Jennifer Kewley at Central Office:
403-625-3356 Toll Free at: 1-800-310-6579

Service Request Protocol

The service desk is the single point of contact between technicians and users to submit inquiries, obtain help, and request change. The principle responsibility of the service desk is to enable a structured communication with users and to enable actions to resolve events affecting the use of technology in the schools. The service desk will create a database of support for planning purposes and to provide a record of events and solutions.

- FAME is the software program that is currently housing our inventory and our service request database.
- School based personnel who have been identified as technology support and administration will be given permissions to access this site. Schools should supply the names of individuals who need FAME log-in permissions to the technical department at the beginning of each school year.
- Technical support requirements will start by implementing a service request through the service desk ([Appendix 1](#)).
 - Due to the volume of technical requests, support must be on a scheduled basis. E-mails and phone calls result in a disruption of service for scheduled school support and are strongly discouraged with the exception of entire computer labs being down, network and/or server failure, or administrative services being interrupted.
- The service desk is reviewed on a continuous basis throughout the day and will be assigned to the appropriate staff. Service calls will be scheduled according to level 1, 2, 3 or 4 priority designations.
- The status of the request is logged and scheduled. Additional information will be provided by the technician in the “notes” section of Service Requests.
- Responses, replies, scheduled visits, notes and status of request will be logged in FAME. Check here for information on request(s).
- When work is completed, the request will be closed.

Asset Planner

AMERESCO
Green • Clean • Sustainable

*If you do not have an account and wish to access the Service Request page, click on the New User button.

Asset Planner - Login

Please enter your Login Information:

User ID (Email): yourname@lrtd.ab.ca

Password:

☐ Keep me logged in on this computer

Login

[I forgot my password](#)

[Learn more about AssetPlanner](#)

GeoTrust[®]
secured
website

https://assetplanner.com/fame/logon.php?token=&target=%2Ffame%2Fsr_home.php

Student Information Systems Service Request Protocol

The Student Information Systems Coordinator (SIS Coordinator) is the single point of contact between software vendors and users to submit inquiries, obtain help, and request changes. Responsibilities of the SIS Coordinator include software setup and maintenance, applicable staff training, and problem resolution. The SIS Coordinator provides liaison and communication between the schools and Alberta Education, and between the schools and the SIS software vendors that will enable school users to resolve issues affecting the use of the SIS software in the schools.

- Edsembli is the SIS software program that is currently used to setup all staff, student demographics, AB Ed. codes, and marks information as it relates to students
- Edsembli is configured to provide a live transfer of all data between the jurisdiction and AB Education for student information
- Edsembli is the integrated Gradebook portion of the same program that allows entry and setup of teachers, classes, schedules, assignments, outcomes, assessments and marks
- Administrative assistants request helpdesk support from the SIS Coordinator, first through emails and then through phone calls if the issue is more urgent. The Coordinator provides resolution or researches the solution to the issue and assists the schools with implementing the resolution
- Emails and phone calls are monitored continuously throughout the day and dealt with as quickly as possible
- Priority is given first to issues that involve the inability of users to access the programs, then to other issues according to their urgency (ex. problems with printing report cards, etc.)
- Each school names a Edsembli lead teacher whose responsibility it is to provide the first line of assistance to teachers on the use of and any issues involving Edsembli
- Lead teachers will forward any concerns they are not able to deal with to the SIS Coordinator for assistance in resolving

Section 5: Evergreening

To ensure our schools have technology that is reliable and efficient, equipment evergreening principles have been adopted. The purposes of these principles are to provide:

- More consistency in hardware components
- A process for eliminating outdated equipment
- A minimum level of technology in schools

The evergreening plan clearly delineates process, schedules and timelines for all schools to plan for and acquire technology to support student learning. This is an Eight (8) year plan covering two cycles of Technology Evergreen at each school. The plan will be reviewed in depth after the first four year cycle in regards to structure and funding allocation. The plan is reviewed and updated on a yearly basis to reflect changes in technology. current realities. [Appendix 2](#) is the current budget while [Appendix 3](#) ensures school input.

Evergreen Principles

These principles were adopted following a formal technology review in 2010 and revised in 2018.

1. Technology purchasing and planning is the responsibility of the Livingstone Range School Division Technology Department in consultation with individual schools as appropriate.
2. End of life of a computer/tablet/chromebook is four (4) years,
3. Forklift style equipment removal will be practiced when a site is scheduled for eergreening. **All four (4) year old computers/tablets/chromebooks** 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.
4. Jurisdictional evergreen monies will provide technology based on the following ratios:
 - \$230 per registered syudent (flex funding spent according to school planning)
 - \$9000 per school for innovative or additional technology
 - 1 to 1 Teacher to computer ratio
 - 1 to 1 FTE School Administrative Assistant to computer ratio
 - 1 computer for Learning Commons
 - Printers
 - It is expected that each school will maintain a minimum of 4 to 1 Device (computer/tablet/chromebook) to Student ratio
5. Per student and staff funding is determined from the student count for that evergreen year.
6. Schools wishing to purchase additional computers/tablets/chromebooks 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)
7. Each school has an evergreen window once every four years. If a school wishes to purchase additional Division approved technology (computer/tablets/chromebooks) outside of this buying window, the request will be reviewed by the Superintendent in charge of Technology and Technology team in consultation with the school.

Section 6: Purchasing

Purchasing - Hardware and Software

Hardware and software purchases are supported by the Technology Services Department. We belong to the Southern Alberta Computer Consortium (see below) which affords specific benefits such as educational pricing, bulk purchase pricing, vendor specials, extended warranty, on-site warranty and consultation on the best hardware and software for our particular use. The process for purchasing of hardware and software has been developed to ensure that maximum financial benefit is realized by schools through “bulk pricing” and that all hardware and software meet specific standards as outlined in Administrative Procedure #140.

SACC Agreement

In the winter of 2017, Livingstone Range School Division entered into an agreement with a vendor partnership group (V.P.G.) comprised of MicroAge, Memory Lane Computers and TLD Computers Inc. to form the Southern Alberta Computer Consortium. Eight school jurisdictions in Southern Alberta signed the contract. The agreement stipulates that all members agree and commit to purchase desktops, monitors, laptop requirements, digital imaging, printers, multifunctional machines, tablets, peripherals, servers, memory, audio equipment, projectors and consumables exclusively from the VPG for the term of the agreement. The objectives SACC and the V.P.G. expected to accomplish are:

- Significantly lower computer equipment, peripheral and consumables costs
- Decrease in time and lower labor costs
- Decrease in administrative costs
- Improve service levels
- Improve warranty terms
- Improvement in delivery of goods and services
- A strong cooperative partnership between SACC and the V.P.G
- A profitable venture for the V.P.G

This agreement is periodically retendered.

Technology Purchasing Process

Technology Purchasing Process	
Process	Responsibility
Schools may contact Technology Services Department for advice, quotes, and assistance prior to submitting a tech requisition.	Initial contact: Site Technicians
Schools may go to TLD web site to purchase consumables and supplies that are listed on that site. All other technology purchases will be coordinated through the Technology Services Department. https://usm.channelonline.com/tldcomputers/storesite/Login/?destination=/tldcomputers/storesite/	TLD web site
<ol style="list-style-type: none"> 1. Schools create a Technology Purchasing Requisition (In Intranet under Forms) and forward to Central Office Technology department. Principal's signature and GL account must be on the Technology Purchase Requisition Form. 2. After quotes, pricing, GL account #'s and any additional information has been gathered, the Purchase Order is prepared and sent to: <ol style="list-style-type: none"> a. the vendor b. the school c. the financial department <p>Purchasing Technician will sign PO and approve invoices for payment on school purchases while the Senior Technician does this for all other items.</p> 3. Technicians may initiate the purchase requisition process. They will send the signed requisition and the Purchase Order (should they generate the PO themselves) to the Technology Services Secretary who will follow process. Technology Services will sign PO and approve invoices for payment. 	Purchasing Technician Technicians, Technology Services Secretary
Selected information is recorded in the FAME asset database	Technology Services Secretary
Goods received directly in schools: <ol style="list-style-type: none"> 1. On date of receipt of goods, the technician will notify Technology Services Secretary that goods have been received. 2. Technician or school personnel will forward the packing slip with a signature verifying receipt of the goods and the date received, to the Technology Services Secretary to be placed in the purchasing binder. 3. A signature will signify goods were received in good order and are cleared for payment. 	Technicians Technology Services Secretary
Goods received at central office: <ol style="list-style-type: none"> 1. Goods inspected against packing slip to confirm goods were received in good order for payment against invoice when received. 2. Packing slip will be submitted to Technology Services Secretary to be placed in the purchasing binder. 	

Status of Service Request will be updated by technicians as necessary and notification of completion of service will be put into the Help Desk and the technology requisition will be closed in the database.

Technician

Purchasing Parameters:

- Standards for hardware and software will be determined by Technology Services Department according to Alberta Education and industry standards.
- Purchasing Technician will notify Technology Services Department of purchasing changes (end of life, new issues etc.) via e-mail so changes can be considered and evaluated.
- Buying windows for schools are determined by Evergreen cycle.
- To use current school year funds the deadline for submitting technology purchase requisitions is June 30. If the technology requisition is not received by the purchasing technician by this date there is no guarantee that the funds will come out of the current school budget.

Section 7: Cleaning and Maintenance of Equipment

To ensure our schools have technology that is reliable and efficient equipment cleaning and maintenance principles have been developed as follows;

Each school is responsible for cleaning their technology items on a regular basis.

Annually Technology Department summer student will visually inspect and clean projectors.

Cleaning Computers and Components

It is the responsibility of each school to implement procedures ensuring that computer and laptop equipment is maintained in a clean and hygienic manner. It is not expected that schools will clean inside the computer. As a minimum, keyboards and displays need to be cleaned on a regular basis. Regular cleaning of computers, computer components and peripherals helps to keep these items in good working condition and will also assist in preventing the spread of germs.

Cleaning Tips

This list of general tips should be taken into consideration to help keep computers clean and when cleaning any of the components or peripherals of a computer.

Section 8: Digital Citizenship

LRSD is committed to providing a safe and caring environment for students in our schools. We have a number of ways to help students safely navigate the digital world.

- Basic content filtering software is installed jurisdictionally that blocks inappropriate internet access by categories such as, "hate, adult material and hacking".

- Processes are in place at each school to block sites that are sources for inappropriate conduct and contact such as cyber bullying, predation, and on-line exploitation.
- A Network Responsible Use Policy is in place to assist students in understanding the expectations of digital use in the school environment.
- Teachers inform, support and enforce proper Digital Citizenship practices. Parents are encouraged to be active and knowledgeable in Digital Citizen practice. Parents and staff will have access to a Digital Citizenship resource page provided and maintained by LRSD.

Computer Use Security Guidelines for External Devices

In a networked environment, every computer is a potential entry point for a malicious attack that can compromise the entire network. Our network is designed to minimize the risks of an external attack; however, computers being used within the network (LAN) need to be considered trusted in order to access the network services. This requires that each computer that is allowed to connect to the LAN comply with a minimum set of security guidelines.

1. All computers connecting to LRSD LAN must have a current and functioning anti-virus program installed
2. Windows programs must be updated to ensure current security patches are in place

***Please note: Technology Services takes no responsibility for personal devices connected to the LRSD network. Technicians will not support personal devices.**

Network User Agreement

Staff should be familiar with the Student Network Responsible Use procedure ([Appendix 5](#)) in order that they may supervise students using the computers on the LRSD networks. If you have any questions or concerns about the Responsible Use Policy or about enforcing the policy, please review Administration Procedure #140. The Educational Technology Advisory Council will review the policy on a yearly basis to ensure that it continues to be relevant and appropriate for our environment.

Accounts will be suspended after the last day of employment or last day of enrollment with LRSD.

Section 9: Web Site Guidelines

Teacher Website Guidelines

A teacher website is information related to classroom activities in specific classes or subject areas communicated digitally. The kinds of information appropriate for teacher web sites would include (but not be limited to) notes, activities, documents, discussion*, class calendar, etc. The web site is intended to support the educational mission of the schools, to enhance the curriculum and learning opportunities for students, and to provide valuable information to the parent community about our classroom activities. The following guidelines are intended to ensure that the web site meets these goals and to establish reasonable controls to protect the privacy of students and staff, to ensure that the web site is in compliance with applicable laws, and to ensure that it meets the highest educational and quality standards.

**note: see following guidelines on identification of students and student work on website*

1. Protocol/Responsibility:

- Each teacher is responsible for their website as well as websites below in the hierarchy.
- Each teacher is responsible for the development and update of their pages.
- Pages that contain time-sensitive information, such as: calendars, class events, assignments must be updated regularly to insure current, accurate information.
- Links must be checked on a regular basis.
- Teacher sites must have a link to the home school & LRSD website.
- Teacher sites must be accessible to LRSD Technology Department

2. Student Pictures, Information, and Work:

- Student photographs, video, voice should be posted only after student and parents written consent has been obtained.
- Student work on the site should only be identifiable to the student and the teacher.
- Teachers must ensure that no individual child can be identified or contacted as a result of a visitor using the Teacher website.
- Staff information on the website shall relate to professional and school information – no personal information should appear on the website.
- No part of a student's name should be used in the URL for pages or images.

3. Copyright:

- No content posted on website should infringe copyright.
- No copyrighted material may be reproduced, transmitted or stored on the web site without obtaining permission from the copyright owner.
- Graphics and commercial pictures must be purchased if they are copyrighted or have royalties attached.

4. Advertising:

- The web site should not include any explicit support by the teacher or school of any commercial products or ventures outside of publicity for school-sponsored and/or approved fundraising activities.
- Any advertising placed by external site hosts will be age and content appropriate for students.

5. Links to External Sites:

- Teacher websites will not include links to any personal web sites of students or staff.
- Ensure that links are accurate and take users to the intended site.

Guideline for all Personal Sites

Protect confidential information: Do not post confidential information about LRSD, students and their families or employees. Adhere to all applicable jurisdiction privacy and confidentiality policies including FOIP. Employees who share confidential information do so at the risk of disciplinary action.

Respect copyright and fair use: When posting, be mindful of the copyright and intellectual property rights of others and of the jurisdiction.

Don't use LRSD logos for endorsements: Do not use the LRSD logo or any other jurisdictional images or iconography on personal social media sites. Do not use the jurisdiction's name to promote a product, cause, or political party or candidate.

Terms of service: Obey the Terms of Service of any digital media platform employed.

Be authentic: Identify your views as your own and be honest about your identity. In personal posts, you may identify yourself as a LRSD staff member. However, please be clear that you are sharing your personal views and are not speaking as a formal representative of LRSD. If you identify yourself as a member of the LRSD community, ensure your profile and related content are consistent with how you wish to present yourself to colleagues.

Be aware of liability: You are responsible for what you post on your own site and on the sites of others.

Section 10: Social Media

Social media is a powerful communications tool. Livingstone Range School Division has compiled the following guidelines to help clarify how best to enhance and protect personal and professional reputations when using social media and to help identify and avoid potential issues.

Facebook Guidelines

The following guidelines have been established to provide employees direction on the appropriate use of Facebook.

Personal Use of Facebook and Instagram

LRSD employees are encouraged to keep their personal lives personal. Jurisdiction procedure prohibits employees from "friending" students on their personal Facebook account. Procedures also discourage "friending" parents of students. If you have a personal Facebook account, the following response is recommended when denying such requests.

Sentence for staff to respond to "friend" requests on their personal Facebook page:

As an employee of the Livingstone Range School Division, our policy discourages me from "friending" students or parents on my personal Facebook account or page.

Twitter Guidelines

On Twitter, anyone can read, write and share messages of up to 140 characters. These messages, known as Tweets, are public and available to anyone interested in them. Twitter users subscribe to your messages by following your account.

The following guidelines have been established to provide employees direction on the appropriate use of Twitter.

Personal Use of Twitter

LRSD employees are encouraged to keep their personal lives personal. Jurisdiction procedure discourages employees from “following” students and parents of students on their personal Twitter account.

Institutional Social Media

The following policies must be adhered to if you are posting on behalf of the jurisdiction in addition to the guidelines and best practices:

Notify the jurisdiction: Schools that have established - or plan to establish - a social media marketing page, should notify Central Office to ensure all institutional social media sites coordinate with other jurisdiction sites and their content. All jurisdiction or school pages must have an appointed employee who is identified as being responsible for content.

Creating an account: All staff, including administrators, who would like to create a social media page for marketing or educational purposes must complete the Social Media Account Request Form.

Social Media accounts created for school marketing purposes or created for educational uses within the classroom must be set up by an authorized representative of the school. In order to comply with most platforms' terms and conditions, and to enable the school to assess authorized accounts, any teacher wishing to create an account with a social media platform needs to complete the Account Request Form, which will provide the school administrator with information about such accounts, along with the contact information for the individual(s) who will be authorized by the school to create, operate, monitor and edit accounts on an ongoing basis (i.e. the “Page Administrator”). Students and parents may not be named as administrators.

Naming Guidelines: Naming a social media page is very important. Whenever possible, LRSD should be listed prior to or after the school name. This helps to build an awareness of all jurisdiction schools, it helps users to find relevant jurisdiction schools in search results, and it provides a consistency that is shown to help build trust for users, which lends credibility to the page.

- Facebook: [insert name] LRSD. Example: Canyon School LRSD
- Twitter: [Insert Name]_LRSD or [Insert Name]LRSD. Example: CanyonSchool_ LRSD or CanyonSchoolLRSD
- YouTube: LRSD_[Insert Name] or [Insert Name]_ LRSD. Example: LRSD_CanyonSchool or CanyonSchool_ LRSD

Have a plan: Schools should consider their messages, audiences and goals, as well as a strategy for keeping information on social media sites up-to-date. Consider carefully who you will "friend" or "follow" in the social media world to avoid creating the impression that the jurisdiction endorses a particular individual, cause, or organization.

Use of the LRSD Logo: If you create a social media site, use simple graphics that represent the LRSD brand.

Link back to the jurisdiction. Whenever possible, link back to the jurisdictional Internet website (www.lrsd.ca)

Acknowledge who you are: If you are representing LRSD when posting on a social media platform, acknowledge this.

Protect the jurisdiction's voice/views: Posts on social media sites should protect and align with the jurisdiction's institutional voice by remaining professional in tone and in good taste.

Social Media Best Practices

This section applies to those posting on behalf of the jurisdiction or schools, though the guidelines may be helpful for anyone posting on social media sites in any capacity.

Think twice before posting: Privacy does not exist in the world of social media. Consider what could happen if a post or picture becomes widely known and how that may reflect both on the person posting and on the jurisdiction. If you are unsure about posting something or responding to a comment, ask your supervisor for input.

Strive for accuracy: Make sure that you have all the facts before you post. It's better to verify information with a source first than to have to post a correction or retraction later. Cite and link to your sources whenever possible. Review content for grammatical and spelling errors.

Be respectful: Content contributed to a social media site could encourage comments or discussion of opposing ideas. Be respectful of others' opinions and consider your responses carefully. You are more likely to achieve your goals if you are constructive and respectful while discussing a bad experience or disagreeing with a concept or a person.

Remember your audience: Be aware that a presence in the social media world is or may become available to the public at large. This includes prospective students, current students, parents, colleagues and peers. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.

Be timely: Assign an administrator or employee who can regularly monitor postings and content. Aim for standard times for postings and updates. The recommended minimum frequency is once to twice a week. But be sure not to overload your updates as followers will stop paying attention if you overload them with information. At the same time, be sure not to neglect your updates as followers will stop paying attention to your site.

Be transparent: If you participate in or maintain a social media site on behalf of the jurisdiction or school, clearly state your role and goals.. Discuss with your supervisor the circumstances in which you are empowered to respond directly to users and when you may need approval.

Monitor Comments: Accounts must be monitored and updated on an ongoing basis by the individual(s) that create them to enable rapid response to any problems that may arise.

Jurisdiction social media efforts should encourage fans, followers, and friends to share their thoughts with one another by commenting on stories, videos, links, posts, etc. within the Rules of Engagement, which should be prominently displayed on the social media site.

Social Media Guidelines for Students

1. Social media sites are public. What you contribute leaves a digital footprint forever, usually even after it is deleted. Do not post anything you wouldn't want friends, parents, teachers, or a future employer to see. Make sure what you post promotes a positive image to the world.
2. Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful, constructive way. What is inappropriate in the classroom is inappropriate online.
3. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, birthdates, and pictures. Never share your password with anyone besides your parents and teachers if necessary.
4. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
5. Do your own work! Do not use other people's intellectual property, including pictures, without their permission. It is a violation of copyright law to copy and paste other's thoughts without giving credit to the author. When paraphrasing another's idea(s) be sure to cite your source with the specific web address.
6. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity or a false identity.
7. If you run across inappropriate material, that makes you feel uncomfortable, or is not respectful, tell a responsible adult right away.
8. Cyber bullying is not tolerated.
9. Students who violate these terms and conditions may lose their opportunity to participate in school activities or lose access to future use of online tools.

Section 11: Interactive Whiteboard Installation Process Planning and Reporting

Purpose

- To establish a procedure that enables the effective and efficient installation of Interactive Whiteboards throughout the division.

Participating Parties

- Maintenance department/ technology department./ receiving site

Pre-conditions

- All millwork and/or equipment housing requirements are site based and will be accommodated by the approved suppliers and models. Details are available.
- White boards, if required, are only supplied for the instructional wall.
- All Interactive Whiteboards must be connected to a computer and or a docking station.

Pre-installation

1. When the technology department becomes aware of the request to install Interactive Whiteboards, be it single or multiple units at a given site they shall inform the maintenance department. A meeting on site will then take place between the maintenance department / technology department / School Administrator.
2. Conceptual drawings will be produced outlining all the components and their proposed locations to facilitate joint maintenance / technology planning of the following:
 - Location of the instructional wall
 - Location of associated equipment (data projectors, speakers, CPU, monitors, etc.)
 - Provide physical distances for all equipment from point of presence location to reference point. (i.e. Data projector to Whiteboard)
 - Provide the physical dimensions (sizes) of all relevant fixed equipment. (i.e. Whiteboard = height x width)
 - Establish the number and type of data cables to be supplied including point of final termination. (i.e. Cat 6/Cat 6a)
 - Establish the number of electrical runs to be supplied including the point of final termination.
 - Identify the number of, type and size of all ancillary cables required. (i.e. HDMI, etc.)

Sign Off

1. Finalized plans will be signed off by the School Administrator maintenance department and the Technology Department.
 - * Revisions to these plans will require sign off by all departments. *

Ordering

1. Upon receipt of authorized plan(s) the maintenance / technology departments will initiate ordering of all relative components.
2. Time lines for the installation will then be established by the maintenance / technology departments and the site informed.
3. In the event that not all of the components are available by the proposed installation date, the installation will be rescheduled.

Installation

The following outlines the responsibilities of each department during the physical installation:

1. Maintenance: (As indicated on the plan)
 - Pull data cabling
 - Pull electrical circuits
 - Run ancillary cabling
 - Mount all ancillary equipment (speakers, projector mounts, etc.)
 - Modify instructional wall
 - Hang Interactive Board
 - Perform all installations and return room to acceptable facility standards.
2. Technology: (As indicated on the plan)
 - * Connect Interactive projectors and other equipment
 - Terminate new data runs
 - Test and configure equipment
 - *** No installation will commence without all components on site. ***

Considerations

Notwithstanding this procedure, the following considerations will adversely affect any scheduled start date of an approved project.

1. Emergent critical needs that may arise (i.e. major plant failure, etc.)
2. Existence of hazardous material that warrants removal during an unoccupied time period.
3. Availability of materials

Section 13: Backup Systems

LRSD Backup Status

as of August 2021

Software or Computer	Backup Description	Backup Schedule	Offsite Location
COFS1	<ul style="list-style-type: none">• Backed up daily to local USB drive.• Backed up daily to offsite hard drive in Granum.	Daily Daily	No Yes
Destiny	<ul style="list-style-type: none">• Backed up daily by Central Office to existing server.• Backed up daily to USB drive.• Backed up weekly to Stavely school server.	Daily Daily Weekly	No No Yes
School based file & print servers	<ul style="list-style-type: none">• Backed up daily to local school USB Drive using Windows Backup.• Synced in real time to DFS server at Central Office.• DFS store is backed up daily to large Central Office Buffalo array.	Daily	C/O

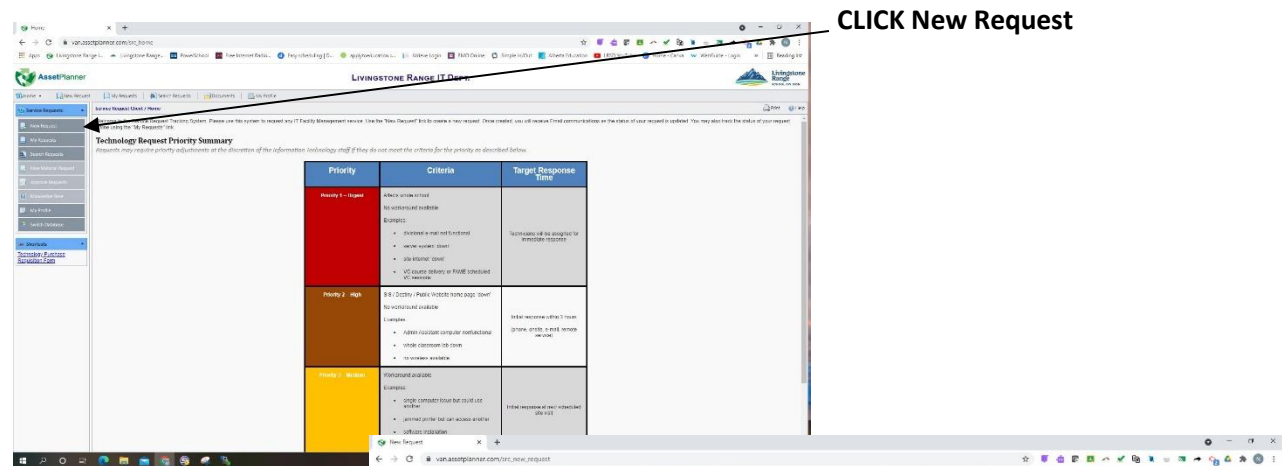
Replace backup media biannually to ensure the media is still functioning properly.

Appendix 1: Technology Services Department Service Desk - FAME

Technology Services Department Service Desk - school based technology support

Go to: <https://assetplanner.com/logon.php?> (put a shortcut on your desktop) and go to new request.

CLICK New Request



Priority	Criteria	Target Response Time
Priority 1 - High	• Critical system outage • No scheduled maintenance • Hardware or software failure • Network connectivity issues • Data loss or corruption • Security incident or breach	Technician call the assigned or available technician
Priority 2 - High	• No Critical - Major hardware type age: 10yr+ • No scheduled maintenance • Computer • Address classroom computer malfunctions • Update classroom software • Transfer available	Initial response within 1 hour Onsite within 2-4 hours Onsite within 2-4 hours
Priority 3 - Medium	• Scheduled maintenance • Computer • Single computer that has not yet reached end of life • General printer but not network printer • Software installation	Initial response of next scheduled shift Onsite within 2-4 hours

Fill in data, **CLICK**, next and continue to fill in data.

Fill in final data and **CLICK** "submit".

Your request will be assigned to a technician and you will be notified via e-mail that this request has been submitted. You will be able to log in at any time and add notes or check on the status of your ticket.

Appendix 2: Evergreening Budget, 2018 - 2026

Approved Evergreen Budget, Years 1 through 4

Revised, February 2021

ITEM COSTS: Desktops \$900, Student Laptops \$900, Teacher Laptops \$1200, Printers \$500,
Chromebook \$375, iPad \$490

2% will be ordered for contingency planning.

Innovative Fund per school of \$9000 (included in flex budget)

Flex Fund Allocation of \$230 per student

Year	Schools	Admin Asst & Learning Commons Computers	# of Teachers	Details/# of Students (Sept 30, 2017)	Estimate Flex Budget
2018	JT Foster	3	13	197	\$54,310
	FP Walshe	3	22	378	\$95,940
	WA Day	3	21	348	\$89,040
Total	Evergreen Fund \$330,000	9	56	923	
2020	WCCHS	3	18	329	\$84,670
	MHHS	3	16	282	\$73,860
	Livingstone	3	15	232	\$62,360
Total	Evergreen Fund \$330,000	9	49	843	
2021	Horace Allen	2	14	215	\$58,450
	Stavely	2	6	90	\$29,700
	Isabelle Sellon	2	11	158	\$45,340
	Crowsnest Consolidated	3	18	291	\$75,930
	Granum	2	5	62	\$23,260
Total	Evergreen Fund \$290,000	11	54	816	
2022	Canyon	3	20	278	\$72,940
	AB Daley	2	14	213	\$57,990
	West Meadow	2	21	323	\$83,290
	Colony	1	14	220	\$20,000 (Flat Rate)
Subtotal	Evergreen Fund \$290,000	8	69	1034	
	Trustees	7			
	CO	26			
	FSL	10			
Subtotal	CO Fund \$50,000	43			
Total	Evergreen Fund \$340,000				

Approved Evergreen Budget, Years 5 through 8

Revised, February 2021

ITEM COSTS: Desktops \$900, Student Laptops \$900, Teacher Laptops \$1200, Printers \$500,
Chromebook \$375, iPad \$490

2% will be ordered for contingency planning.

Innovative Fund per school of \$9000 (included in flex budget)

Flex Fund Allocation of \$230 per student

Year	Schools	Admin Asst & Learning Commons Computers	# of Teachers	Details/# of Students (Sept 30, 2017)	Estimate Flex Budget
2023	JT Foster	3	13	197	
	FP Walshe	3	22	378	
	WA Day	3	21	348	
Total	Evergreen Fund \$290,000	9	56	923	
2024	WCCHS	3	18	329	
	MHHS	3	16	282	
	Livingstone	3	15	232	
Total	Evergreen Fund \$290,000	9	49	843	
2025	Horace Allen	2	14	215	
	Stavelly	2	6	90	
	Isabelle Sellon	2	11	158	
	Crowsnest Consolidated	3	18	291	
	Granum	2	5	62	
Total	Evergreen Fund \$290,000	11	54	816	
2026	Canyon	3	20	278	
	AB Daley	2	14	213	
	West Meadow	2	21	323	
	Colony	1	14	220	
	Subtotal	Evergreen Fund \$330,000	8	69	1034
	Trustees	7			
	CO	26			
	FSL	10			
Subtotal	CO Fund \$50,000	43			
Total	Evergreen Fund \$340,000				

Appendix 3: Evergreening Deployment Worksheet

Evergreening Deployment Work Sheet

Summer

20

Planning Questions

1. Of your allocated computers and flexfund devices, how many will be desktops, laptops, chromebooks, ipads?
2. Are there any non-office staff that require a Windows laptop to do their work? Please specify circumstances.
3. A Windows computer will be dedicated in the classroom to attach to the Projector/Room sound. Are there any additional classroom technology needs?
4. Are you deploying a mobile computer lab?
 - a. How many devices does the cart need to hold?
 - b. Where will the cart be stored and charged?
5. Where will student machines be located/stored, (learning commons, lab, cart or classroom)?
6. Do you need printers other than the Learning Commons, the Office and the photocopiers? Where will they be located?
 - a. Do you require a local printer for confidential print jobs?
7. What special software needs are required?
8. Do you have any innovative tech initiatives that you might want to support with evergreen flex funds?

School Name

School Name Profile

Due back by _____

____ was student FTE Count as of September 30, 20__

____ was teacher FTE Count as of September 30, 20__

____ was student FTE Count and ____ was teacher count as of September 30, 20__

(4 to 1 minimum student to device ratio)

20__ – 20__ School Allocation

	Staff Computers
	Admin. Assistant Workstation
	Learning Com. Workstation
	TOTAL number of Computers
2	Printers

School Innovative Evergreen Fund

\$ _____

(\$9,000 innovative base plus FTE Student Count x \$230)

- Rounded up

Additional Technology Items (funded by school)

Additional Technology Items (funded by school)

	Desktops	About \$ 850		Printer – Networked	About\$550 each
	Laptops	About \$ 950		Printer – USB Connected	About \$150 each
	Laptop Docking Station	About \$ 185		CTS / High End Machines	Variable
				Chromebook or Ipad	Variable

Planning:

Planning Principles

Evergreening Principles

1. Technology management is a fully centralized divisional service. Purchasing and planning is the responsibility of the Livingstone Range School Division Technology Department in consultation with individual schools.
2. End of life of a computer/tablet/chromebook is four years.
3. Forklift style equipment removal will be practiced when a site is scheduled for evergreening. **All 4 year old computers/Tablets/chromebooks** 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.
4. Jurisdictional evergreen funding will provide technology based on the following ratios:
 - a. \$ 230 per registered student (Flex funding spent according to school planning)
 - b. \$ 9000 per school for innovative or additional Technology
 - c. 1 to 1 Teacher to computer ratio
 - d. 1 to 1 School Administrative Assistant to computer ratio
 - e. 1 computer for Learning Commons
 - f. Printers (replaced as required if deemed obsolete during the evergreen period)
 - g. It is expected that each school will maintain a minimum 4 to 1 Device (computer/tablet/chromebook) to Student ratio
5. Per student and staff funding is determined from the September 30 staff and student count for that Evergreen year.
6. Schools wishing to purchase additional computers/tablets/chromebooks may do so using school based funds during their Evergreen purchase window.
 - a. 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)
7. Each school has an evergreen purchase window once every four years. If a school wishes to purchase additional Division approved Technology (computers/tablets/chromebooks) outside of this buying window, the request will be reviewed by the Superintendent in charge of Technology and Technology team in consultation with the school.

X

Individual Name
School Principal

X

Technology
Department

X

Chad Kuzyk
Associate Superintendent

Appendix 4: Technology Purchase Requisition Form



TECHNOLOGY PURCHASE REQUISITION FORM

DATE INITIATED: _____

REQUESTED BY: [Click here to enter text.](#)

SCHOOL/LOCATION: [Click here to enter text.](#)

☐ **THIS IS AN ISSUE THAT NEEDS TO BE ADDRESSED IMMEDIATELY.**

ITEMS REQUESTED:

- ☐ Replacement
- ☐ Replacement parts
- ☐ Supplies
- ☐ Special education
- ☐ Software
- ☐ Hardware
- ☐ Evergreening
- ☐ Notify Maintenance Dept.

GL ACCOUNT CHARGED: _____

GL ACCOUNT NO.: _____

APPROXIMATE COST: _____

DATE REQUIRED: _____

PRINCIPAL AUTHORIZATION: _____

C/O DIP INFO: _____

Superintendent AUTHORIZATION: _____

TECHNOLOGY DEPARTMENT

DATE RECEIVED IN C/O: _____ TICKET ID #: _____

C/O Authorization: _____ FORWARDED TO: _____

DATE FORWARDED: _____ PURCHASE ORDER #: _____

COMMENTS: _____

DATE ORDERED: _____

DATE RECEIVED: _____

DELIVERED TO SCHOOL: _____

ORDER CLOSED: _____

Appendix 5: Network Responsible Use Agreement



Livingstone Range School Division Network Responsible Use Agreement

In order to provide quality education to rural students in a dynamic learning environment, LRSD provides network resources that support learning for students and staff. "Network resources" refers to all hardware, software, services (e.g., e-mail or Internet) and information resources accessed by authorized users of the LRSD technology network.

Having our students learn responsible use of the Internet as an educational resource and maximizing its potential as a learning resource, depends on the coordinated effort, involvement and commitment of the student, the school and the parents. One aspect of that commitment is for parents and students to review this **Network Responsible Use Agreement** and accept its terms and conditions.

Student

I have read and understand the Network Responsible Use Agreement and the Expectations for Students Using LRSD Network Resources and I agree to comply with them. I understand that if I violate these Guidelines, my network privileges may be revoked and may lead to additional discipline. I understand and agree that my computer use may be monitored at any time. I understand that this document will remain in my school file and will be signed in grades 4, 7 and 10, or when I begin as a student of LRSD. I grant permission to issue an account to me and consent to the release of information necessary to establish said account

Student's Name: _____ Date: _____

*Student's Signature: _____ AB. Ed. ID#: _____
(*Students in K-3 are not required to sign document.) (To be filled in by before filing)

Parent or Guardian (if student is under age 18)

As the parent or guardian of this student, I have read this document and have reviewed it where applicable with my child. I understand and agree that my child's computer use may be monitored at any time. I understand that some materials on the Internet may be objectionable and that my child may manage to access those materials despite the best efforts of LRSD and its staff; therefore, I accept the responsibility for guiding my child and conveying to him or her appropriate standards for selecting, sharing and exploring information and media on the Internet. I understand that this document will remain in my child's school file and will be signed in grades 4, 7 and 10, or if a student is new to LRSD.

I hereby grant permission for the school to issue a network account to my child and I grant permission for my child to use LRSD network resources. I certify that the information supplied on this form is correct. I also consent to the release of information necessary to establish said account.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____
(Parent's signature is required on all forms.)

Expectations for Students Using LRSD Network Resources

Students must follow the following rules when utilizing network resources, on school computers or personal devices, including accessing the Internet or using e-mail. **Network use is a privilege, not a right.** Failing to follow these rules may lead to losing your privileges.

1. **Students will keep their user name and login password private.**
2. **Student will follow and respect the law and all LRSD policies and rules when using network resources.** Students will never use network resources for any illegal activity.
3. **Students will not access, download, save, display, send or receive any inappropriate material.** Inappropriate material includes anything which is:
 - sexually explicit
 - hateful or discriminatory based on sex, race, religion, origin, sexual orientation, etc.
 - offensive
 - profane or using profane language
 - harassing or intimidating
 - illegal
 - otherwise not appropriate for school
4. **Students will not use network resources to bully or harass any person.** Bullying is more than just physical – it includes personal attacks, intimidation, gossiping, humiliating, negative comments, threats, harassment and other unkind online activity. These types of behaviours may lead to much more severe discipline under our schools' discipline policy.
5. **Students will not vandalize any computer or computer system, or try to break computer security.** This includes damaging or infecting any computer hardware, software, network, or information on them, including creating computer viruses. Students will not attempt to access any other students' or staff members' information, or any other "hacking" activity. Students will not attempt to access any website which is blocked.
6. **Students will not download music, video, games or any software on school computers, unless specifically allowed for a school project.**
7. **Students will not use school computers to play games, including Internet games, or access Internet gambling sites.**
8. **Students will respect the copyright on all material accessed by the Internet and will not illegally download material.** Remember that plagiarism is very serious and that materials from the Internet should be cited, just as you would cite other materials. You also agree that you will not illegally copy material protected under copyright law, or make that material available to others for copying, including software, music or video files.
9. **Students will follow accepted rules of network etiquette.** These include (but are not limited to) the following:
 - Students must be polite. Do not be abusive in your messages to others.
 - Students must use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
 - Students must not reveal personal information about themselves, family members, fellow students, teachers, friend or others over the Internet.

Notice to Students and Parents/Guardians

All LRSD network accounts are the property of LRSD. Files may be inspected and copied and a history of visited sites and utilized services may be searched in the event of suspected violation of this **Network Responsible Use Agreement**, school rules, or of the policies and regulations of LRSD.



Appendix 6: Social Media Account Request Livingstone Range School Division

Administrator of Account: _____

Supervisor's Name: _____

School / Site Name: _____

Phone number: _____ Alternate phone number: _____

Email address: _____

Type of Request (check all that apply)

Please describe the purpose of the account(s) requested.

For external sites only please list the account details, including the account usernames and passwords.

Username: _____

Password: _____

Account Login Web Address: _____

I, the undersigned, have read the LRSD social media guidelines and agree to abide by them. Further, I have read and agree to the terms and conditions of the Teacher Web Site Guidelines. Once approved, I will notify my Principal or Supervisor once the account is active. All posts to social media accounts must protect confidential student information as required by the Freedom of Information and Protection of Privacy Act (FOIP).

Account Administrator's Signature

Principal or Supervisor's Signature

Date: _____

To be kept on file by Principal or Supervisor and a copy sent to the Administrative Assistant Programs & Services..

Adopted: March, 2012