INFORMATION & TECHNOLOGY MANAGEMENT 1 – Software Purchases

Date: Jan. 8, 2009 Revised: Mar. 23, 2011 Responsible Administrator: Director, Curriculum and Instruction

1.0 RATIONALE

Installation of software onto the network or division owned computers or devices -shall be undertaken only following consultation with Technology Services staff to ensure compatibility with network infrastructure.

2.0 PROCESS

The Director, Curriculum and Instruction, will be responsible for administering this Administrative Practice.

3.0 GUIDELINES

3.1 Appropriate licensing must be obtained prior to activating an installation and be readily available for audit.

- 3.1.1 For software/applications licensed to an individual school, it is the responsibility of the principal in collaboration with the Manager of Technology Services to maintain such evidence.
- 3.1.2 For software/applications licensed to the district or multiple schools, it is the responsibility of the Manager of Technology Services to maintain such evidence.

3.2 All software must be registered in the name of Sturgeon School Division.

3.3 No personal software may be installed onto the network or onto individual division-owned computers without prior approval from the Manager of Technology Services.

3.4 Network storage devices are the property of the division. Network administrators may review files and communications to ensure system integrity and responsible use of resources.

References:	*Board Policy:*	*F/I/14 Information and Communication Technology*
		E/III/6 Supporting the Growth and Development of Staff
		D/1/3 Security of Personal and Division Information
	Admin Practices:	*Information and Technology Management #: 2, 4, 6, 7, 8, 9, 10, 11*
		Information and Technology Management Exhibit: 1 & 2