



## INFORMATION & TECHNOLOGY MANAGEMENT 7 – Evergreening School Admin Computer

Date: Jan. 15, 2009 Revised: Mar. 23, 2011 Responsible Administrator: Director of Curriculum and Instruction

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### **1.0 RATIONALE**

Sturgeon School Division provides staff with technology resources that support teaching, learning or administrative operations.

### **2.0 PROCESS**

The Director, Curriculum and Instruction, in consultation with school-based administrators Manager of Technology Services, shall maintain and facilitate this Administrative Practice.

### **3.0 GUIDELINES**

- 3.1 The Manager of Technology Services, in collaboration with school based administrators and the Director of Curriculum and Instruction, will review annually and implement the evergreening plan for school based administration computers and/or network resources within available budget allocations.
- 3.2 Purchasing, deployment and installation shall, in collaboration with the schools, be planned and implemented by the Division's Technology Department.
- 3.3 Administration computers evergreened out of school offices will be redistributed for educational use within the school.

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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  
Division Evergreening Plan*