

**Date:** June 18, 2025 **Agenda Item:** 8.11

**To:** Board of Trustees

**From:** Shawna Warren, Superintendent

**Originator(s):** Jonathan Konrad, Deputy Superintendent, Education Services

**Subject:** **Administrative Procedure 865: Information and Communication Technology**

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**Background:**

Administrative Procedures are the written directives, procedures and assignment of responsibilities established and approved by the Superintendent that direct the implementation of and achievement of desired outcomes of Board policy, Division Vision, Mission and Values and the effective operation of the Division ([AP 205 Developing Administrative Procedures](#)).

Administrative Procedures are reviewed and developed on a regularly scheduled basis.

*Administrative Procedure 865: Information and Communication Technology* has been reviewed and updated to ensure alignment with current practice, clarity regarding school-based and division-wide responsibilities and to provide updated guidance on the oversight, access and security of technology resources within the Division. Updates also reflect evolving expectations for device management, software approvals and remote access protocols.

**Status & Relationship to Superintendent Leadership Quality Standard (SLQS):**

This report aligns with the [SLQS](#) in the following way:

- |                    |  |
|--------------------|--|
| <b>COMPETENCY:</b> | (6) School Authority Operations and Resources  |
| <b>INDICATORS:</b> | a. providing direction on fiscal and resource management in accordance with all statutory, regulatory and school authority requirements; |
|                    | c. delegating responsibility to staff, where appropriate, to enhance operational efficiency and effectiveness; and                       |
|                    | e. establishing data-informed strategic planning and decision-making processes that are responsive to changing contexts.                 |
|                    |  |
| <b>COMPETENCY:</b> | (7) Supporting Effective Governance  |
| <b>INDICATORS:</b> | e. ensuring that the board's fiscal and resource management is in accordance with all statutory, regulatory and board requirements.      |

**Governance Implications:**

[Education Act](#)

Board responsibilities

33(1) A board, as a partner in education, has the responsibility to (a) deliver appropriate education programming to meet the needs of all students enrolled in a school operated by the board and to enable their success,  
(d) ensure that each student enrolled in a school operated by the board and each staff member employed by the board is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,  
(i) ensure effective stewardship of the board's resources,  
(l) comply with all applicable Acts and regulations,

#### [Policy 105: Vision, Mission and Values](#)

##### **MISSION**

Working together as a team of trustees, parents, community, staff and students, we create safe, respectful and collaborative learning environments where students are prepared to meet and excel at the challenges presented by the global community.

#### [Policy 110: Welcoming Inclusive, Safe and Healthy Environments](#)

The Board believes in the importance of, and is committed to, establishing, and maintaining a welcoming, inclusive, equitable, safe, and healthy environment that respects diversity and fosters a sense of belonging.

#### [Policy 700: Superintendent of Schools](#)

The Superintendent of Schools provides the Board with information, advice, and support required for the fulfillment of its governance role. The Superintendent plays a critical and collaborative role in supporting the leadership of the Board by advising, informing, and supporting the Board to address current and emerging issues.

#### [Administrative Procedure 205: Developing Administrative Procedures](#)

Administrative Procedures are the written directives, procedures and assignment of responsibilities established and approved by the Superintendent that direct the implementation of and achievement of desired outcomes of Board policy, Division Vision, Mission and Values, and the effective operation of the Division.

Administration is prepared to respond to questions at the June 18, 2025, Public Board meeting.

#### **Attachment(s):**

1. Administrative Procedure 865: Information and Communication Technology - Tracked Changes

# 865: Information and Communication Technology

Responsible Administrator: Deputy Superintendent Education Services

## PURPOSE

To ensure technology is used in the service of learning and supports efficient system administration and operations.

## PROCESS

The Deputy Superintendent Education Services shall maintain and facilitate this Administrative Procedure.

## PROCEDURE

1. The Superintendent or designate shall ensure technology is aligned in support of the Three Year Education Plan.
2. The Deputy Superintendent Education Services shall be responsible for the oversight and monitoring of the Division Technology Funding and Evergreening Plan.
  - 2.1. Technology purchases, deployment, installation and associated costs included in the Division's Technology Budget and Evergreening plan are the responsibility of the Division's Technology Services Department.
  - 2.2. The Division's Evergreening Plan includes computing technology for students, teachers, administrators, administrative support and system software.
  - 2.3. Schools wishing to add, modify or enhance technology beyond the existing Technology Budget and Evergreening Plan will contact the Director Technology and Logistics to ensure compatibility. The associated costs are distributed to the school based budget.
  - 2.4. The Principal, in collaboration with the Technology Services Department, shall review annually and implement the school plan for school-based technologies within available budget allocations.
3. The Principal, in consultation with the Technology Services Department, shall be responsible for the development, implementation, and evaluation of the school technology plan in alignment with the Division's Three Year Education Plan. The annual school plan shall ensure:
  - 3.1. Equitable and appropriate access to devices, network resources, and other technologies for all students.
  - 3.2. Appropriate access to devices, network resources and other technologies for staff in the performance of responsibilities.

#### 4. Software

4.1. Principals must ensure the Director of Technology ~~and Logistics~~ is consulted before any device accesses the network to seek approval.

4.1.1. Installation of new technology must be managed by the Technology Services Department.

#### 5. Guidelines for Purchases

5.1. Technology purchases are based on Division standards ~~and requests for Division or department software must follow AP 868: Software Review and Approval.~~

5.2. The Technology Services Department responds to requests for service through the HelpDesk.

5.3. There are no costs associated with allocating existing resources (i.e. software licenses and devices)

#### 6. Guidelines for Remote Access into Division Equipment

6.1. The Technology Services Department can investigate what could be defined as meta data. This would include:

6.1.1. Who is or has logged into a computer.

6.1.2. What is running on that computer; Processes, DLLs, Tasks, Executables, etc.

6.1.3. Details of the computer's state. I/O, RAM/HD/CPU utilization etc.

6.2. The Technology Services Department should not access the following without express permission of the user (staff), or the Principal in the case of a student device:

6.2.1. Specific files or their content.

6.2.2. Screen visual or what is being displayed on the screen.

6.2.3. Audio content or what is currently playing on the device.

6.2.4. Microphone or Camera. These devices should not be turned on, nor their feeds accessed.

6.2.5. Geolocation data, should the device provide this. The concern is that it may reveal a person's private ~~address~~ address and if they have not shared that with the Division, this would seem inappropriate.

6.3. In the case of an emergency, the Director Technology Services ~~and Logistics~~ can override the above if they believe the network, systems, or data are in danger of

being compromised or damaged in any way. They must provide clear and documented reasons for why this action was taken.

- 6.4. All investigations should be logged into a location and through a process that allows it to be retrieved if requested.
- 6.5. This guidance does not translate to **student owned or Bring-Your-Own-Device (BYOD) systems**~~devices~~. The most that the Technology Services Department can do is capture a specific MAC and/or IP and the traffic related to that device. The Principal would need to do a specific investigation in the school, with the student and the parent.

*Administrative Procedure 300: Security of Personal and Division Information*

*Administrative Procedure 721: Teachers and Professional Development*

*Administrative Procedure 727: Support Staff and Professional Development*

*Administrative Procedure 868: Software*

*Exhibit 1 – Responsible Use of Technology Resources Protocol Staff*

*Exhibit 2 – Responsible Use of Technology Resources Protocol Students*

## **History**

2020 Jan 29 Initial Approval

2024 Jun 19 Amended