

TECHNOLOGY - DEVICES

Background

The Division promotes the use of technology for learning. Leading by example is an expectation for all School Administrators, Division Leadership Team members and Trustees. With their diverse roles and range of responsibilities, these leaders are very mobile and require technology that can travel with them.

Procedures

1. Each Principal, Assistant Principal, and Division Leadership Team member will be provided with the following Division-owned items:
 - 1.1 encrypted mobile computer (laptop);
 - 1.2 USB docking station;
 - 1.3 keyboard and mouse;
 - 1.4 monitor; and
 - 1.5 2 power adapters.
2. Each Trustee will be provided with the following Division-owned items:
 - 2.1 encrypted mobile device (chromebook).
3. Each person must:
 - 3.1 sign the *Technology (Internet/Network) Acceptable Use* form before receiving a device;
 - 3.2 read and adhere to:
 - 3.2.1 *Information Security* (AP 141) administrative procedure;
 - 3.2.2 *Instructions for Care and Use of Division Devices* (Appendix 137);
 - 3.3 bring their assigned device to division based meetings;
 - 3.4 keep devices safe and secure; and
 - 3.5 ensure laptops / chromebooks are for employee use only.

Related APs: Technology (Internet/Network) Acceptable Use (140)
Information Security (141)

Appendix 137: Technology - Devices (*Instructions for Care and Use of Division Devices*)

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