

**TRUSTEE EQUIPMENT**

Communication within the Division is carried out in a variety of formats and every attempt is made to choose the most appropriate in terms of effectiveness and efficiency. Very often computer technology and email is the most effective way of communicating and sharing information in a timely fashion. To facilitate this information flow and to enable board members to fulfill their duties as trustee appropriate computer technology will be provided for their use while in office.

This equipment is owned by the Division, and is loaned to trustees for the purpose of engaging in Division-related business.

1. Trustees will be provided with a Chromebook. Hardware will be replaced consistent with a Division technology replacement plan. The Chromebook is for the exclusive use of the trustee for Board related business and is not to be accessed or used by anyone other than the trustee.
2. Trustees are responsible for the safe keeping of the equipment and are expected to keep their Chromebook secure at all times to ensure confidentiality of documents and/or correspondence.
3. Computers will have software consistent with the standard business software used in the Division, and will be upgraded from time to time in order to remain current with Division standards.
4. Each trustee will be provided with a Division email account.
5. Securing an internet service provider is an expectation of the Board and the responsibility of the individual trustee. Agenda preparation and much general communication is conducted via electronic means.
6. Basic training in the use of email, backing up files, and software will be provided by system staff as needed.
7. General maintenance and upgrades of trustee Chromebook will be on an as required basis. Only Division staff may perform any system changes, upgrades, maintenance or repairs to the equipment. If equipment is in need of repair, it is to be returned to the Division office. If required, suitable replacement equipment will be assigned to the trustee.
8. The Board Chair will be provided with a taxable allowance or a Smart Phone for which the above guidelines apply.

Amended: September 2021