

Procurement and Maintenance of Technology

Purpose

Administrative Procedure 143 (AP) outlines the process for procuring and maintaining technology within Grande Yellowhead Public School Division (the "Division"). The purpose of this AP is to:

- **Ensure Strategic Alignment:** Align technology acquisitions with divisional and school-level educational goals and priorities.
- **Promote Equity and Accessibility:** Provide equitable access to technology resources for all students and staff.
- **Maximize Resource Utilization:** Ensure cost-effective procurement and efficient maintenance of technology assets.
- **Maintain Security and Privacy:** Safeguard Division data and user privacy through responsible technology acquisition and management.

While recognizing the principles of *Administrative Procedure 105 - Site-Based Decision Making*, the use, procurement, and support of all technology must be coordinated with the Technology Department.

Definitions

Procurement: the process of sourcing, purchasing, receiving, and inspecting technology goods and services.

Privacy Impact Assessment (PIA): a process used to determine how a program or service could affect the privacy of an individual or organization.

Technology: Encompasses all network and device-related items, including but not limited to:

- Computers (desktops, laptops, Chromebooks, etc.)
- Tablets and mobile devices
- Multi-function devices (printers, copiers, etc.)
- Network infrastructure (servers, routers, switches, etc.)
- Software applications (operating systems, educational software, productivity tools, web platforms, Chrome extensions, etc.)
- Interactive whiteboards and displays
- Audio-visual equipment.

Third-Party Software: any technology such as an application, platform, browser extension, or software that was not created by Grande Yellowhead Public School Division, but are licensed or purchased from external vendors.

Procedures

1. Procurement Process

1.1 Planning and Coordination

- 1.1.1 All hardware and software technology procurements must be coordinated with the Director of Information Technology before initiating the purchase.
- 1.1.2 Technology-related purchase requests must be submitted to the Director of Information Technology no later than June 1st of the current budget year.
- 1.1.3 Principals or Division Department heads are responsible for coordinating with the Director of Information Technology for the ongoing replacement of outdated technology ("evergreening") and the purchase/renewal of third-party software and hardware.
 - a) Access will be revoked without compensation if a staff procures technology without coordination with the Director of Information technology

1.2 Selection Criteria

- 1.2.1 Technology selections must align with program objectives and support digital equity.
 - a) Decision-making related to technology will be informed by data and research
- 1.2.2 Prioritize technology based on interoperability, pedagogical value, and cost-effectiveness to ensure equitable access for all users.

1.3 Privacy Impact Assessments

- 1.3.1 In conjunction with the Technology Department, Privacy Impact Assessments (PIAs) must be conducted before adopting any third-party software.
 - a) Staff will utilize *AP 143-03 Privacy Impact Assessment: School-Based Checklist* when considering technology procurement.

1.4 Purchases

- 1.4.1 When the Technology Department purchases technology on a school's behalf, the principal or Division department head must provide the Technology Department with the general ledger (GL) number to charge the funds before the order is purchased.
 - a) For each purchase or instance, the Technology Department must have written approval from the principal or Division department head outlining the purchase, amount, and the GL number.
- 1.4.2 Related Administrative Procedures
 - a) This AP should be followed in conjunction with:
 - i *Administrative Procedure 515 – Purchasing*
 - ii *Administrative Procedure 517 – Inventory*

2. Management and Maintenance

2.1 Device Contracts

2.1.1 Technology assigned to individual employees requires a signed *AP 143-02 Device Contract*.

2.2 Ownership and Responsibility

2.2.1 Technology purchased with school funds remains the property of the school.

2.2.2 The replacement and maintenance costs of Technology Department purchases may be the school's responsibility.

2.2.3 Schools are responsible for covering the repair costs of school-based technology.

2.3 Installation and Relocation

2.3.1 The Technology Department must complete the installation of all divisional technology.

a) Installation may be done by an approved third-party vendor, as authorized by the Director of Information Technology.

2.3.2 Technology connected to a school or Division building cannot be disconnected or moved without permission from the Director of Information Technology.

2.4 Maintenance and Support

2.4.1 All technology service requests must follow the process outlined in *AP 143-04 Technology Service Desk Tickets*.

2.4.2 The Technology Department must perform the maintenance of all Division technology.

2.4.3 Maintenance may be done by an approved third-party vendor, as authorized by the Director of Information Technology.

3. Roles and Responsibilities Regarding Technology Procurement and Maintenance

3.1 The following section outlines the roles and responsibilities of the Technology Department and principals or Division department heads regarding the procurement and maintenance of technology.

3.1.1 Technology Department

a) Provides guidance and support throughout the technology procurement process.

b) Conducts Privacy Impact Assessments (PIAs).

c) Oversees the installation and maintenance of technology infrastructure.

d) Manages technology inventory and asset tracking.

- e) Provides technical support and troubleshooting.
- f) Ensures alignment with cybersecurity best practices and guidelines.
- g) Aligns technology with sound pedagogical practices to enhance learning experiences.

3.1.2 Principals or Division department head

- a) Coordinates technology planning and procurement with the Director of Information Technology.
- b) Ensures technology purchases align with school or department needs and Divisional priorities.
- c) Oversees the responsible use of technology within their schools or departments.
- d) Report any technology issue or concern to the Technology Department.

3.1.3 Staff

- a) Adheres to this AP when requesting or procuring technology.
- b) Uses technology responsibly and in accordance with *AP 140 Responsible Use of Technology*.
- c) Reports any technology issues or concerns to their principal or Division department head, and/or the Technology Department.

4. Review and Updates

- 4.1 This Administrative Procedure will be reviewed and updated as needed to reflect changes in technology, legislation, or Division practices.

Reference: Section 31,32,33,52,53,196,197,222 Education Act
Freedom of Information and Protection of Privacy Act
Canadian Charter of Rights and Freedoms
Canadian Criminal Code
Copyright Act
I.T.I.L. Standards, Alberta Education ATA
Code of Professional Conduct
Learning and Technology Policy Framework, Alberta Education 2013

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