

ELECTRONIC EQUIPMENT

The district recognizes that electronic equipment is becoming increasingly important in the educational activities of all students and the work of adults supporting those students. As the potential for electronic equipment to enrich learning experiences expands, so does the potential for equipment diversity to create new complexity and costs over the long term.

Increasingly, electronic devices of all types are gaining communications capabilities which allow them to interact with various other electronic devices, systems and networks. It is important for the district to maintain standards of supported equipment for the purpose of ensuring that devices are able to support the learning experiences for which they are intended over the long term while also ensuring the total cost of ownership of those devices remains manageable and provides best value to the district.

For the purpose of this AP, the definition of Electronic Equipment will be **any equipment which uses electricity to operate and accepts input and/or provides output of some form**. Examples include but are not limited to: computers, tablets, monitors, printers, televisions, DVD/BluRay players and calculators. Where software impacts the primary function of Electronic Equipment it is also subject to the terms of this AP.

1.0 Electronic Equipment Standards

- 1.1** The district will maintain an Electronic Equipment Standards document. This document will define broad standards for the use of Electronic Equipment in schools including computers, tablets, printers, display devices, media players, computer peripherals, other networkable devices (such as network calculators), networks and other equipment defined as Electronic Equipment.
- 1.2** An Electronic Equipment Internal Review Panel will be established. The panel will review the Electronic Equipment Standards document annually to update definitions and standards of practice identified in the Electronic Equipment Standards document.

2.0 Supported Electronic Equipment List

It is recognized that supported models of Electronic Equipment is subject to constant change as a result of emerging technologies, capabilities, pricing adjustments and model availability. This results in the need to review specific Electronic Equipment models on an ongoing basis.

A Supported Electronic Equipment List will be developed, regularly reviewed and updated jointly by the purchasing department and Information Services. Any devices identified in the Electronic Equipment Standards document as needing to be procured through the purchasing department must be selected from the Supported Electronic Equipment List.

Supported software is identified in the District Software Evaluation List which is maintained jointly by the Information Services and Learning Services departments.

3.0 Management, Tracking and Service of Electronic Equipment

All schools and district departments are required to keep a current inventory of electronic equipment and its assigned location within the site or department. Service protocols for various devices are identified and updated within the Electronic Equipment Standards document. **See below.**

4.0 Disposal of Electronic Equipment

All electronic equipment must be disposed in accordance with practices identified in Administrative Procedure 518 - Disposal of Used Equipment.

5.0 Donation of Electronic Equipment

Donations of Electronic Equipment are subject to the practices identified in Administrative Procedure 517 – Charitable Donations and are subject to these further conditions:

5.1 All Electronic Equipment donations must be approved by the Associate Director of Instruction for Learning and Information Technologies or designate. Acceptance of donations will be determined using the following criteria:

- a) Anticipated total cost of ownership to the district including support, maintenance and disposal
- b) Potential complexity of support
- c) Expected remaining life of the donated equipment
- d) Total real value of the donation

5.2 Donations of Electronic Equipment which align with the current Supported Electronic Equipment List or are otherwise identical to equipment already supported in the district will generally be accepted provided the expected remaining life of that equipment justifies the expense involved with its acquisition and deployment.

6.0 Pilot Projects

The Associate Director of Instruction for Learning and Information Technologies may, on an exceptional basis, permit Pilot Projects using Electronic Equipment or software outside of the bounds of the Electronic Equipment Standards document, excluded from the Supported Electronic Equipment List or, in the case of software, not yet approved on the District Software Evaluation List. In order to be approved as a Pilot Project, a project must be identified as:

- a) An opportunity to learn about the technical and support requirements for a device or software which the district may have interest in officially supporting
- b) Provide a pedagogical or productivity opportunity for the district

Pilot Projects must be documented and approved using Form 521 - Technology Pilot Project Proposal Form.

Last revised: October 2015

Electronic Equipment Standards

Background

SD43 Administrative Procedure 521 section 1 states that the district will maintain an Electronic Equipment Standards document. This document will define broad standards for the use of Electronic Equipment in schools including computers, tablets, printers, display devices, media players, computer peripherals, other networkable devices (such as network calculators), networks and other equipment defined as Electronic Equipment. This document will be reviewed annually by an Internal Review Panel.

1.0 Procurement

Purchase of Electronic Equipment is subject to the practices identified in Administrative Procedure 514 but are subject to these further conditions:

Electronic Equipment may be purchased by the school using a district procurement card provided it:

- a) Is valued within assigned procurement card limits and
- b) cannot be networked to other devices and
- c) is not otherwise identified within the standards below

Any devices that will connect to the Internet or district network must be purchased through the district purchasing department regardless of value. This includes but is not limited to: projectors; televisions; calculators that connect; wired or wirelessly, to the district network or other devices for the purpose of network communication.

2.0 Standards

2.1 Computers and tablet devices

- a. Any computer or tablet device must be purchased through the purchasing department and be found on the Supported Electronic Equipment List
- b. The district supports Windows PC labs. With approval of the District Manager of Information Services in consultation with the Technology Standards Internal Panel, the district will support a maximum 1.5 Mac computer labs (up to 47 computers) in secondary schools to accommodate specialty media programs. The district may also support up to .5 Mac computer labs (up to 16 computers) at other levels on an approved, exceptional basis to accommodate specific program needs that make PC solutions impractical.
- c. iPads are the supported tablet option. All district owned iPads must be setup by the information services department and app purchases made using district funds must be made through the district Apple Volume Purchase Program.

2.2 Print device allocation and practice

The district is committed to reducing the total cost and environmental impact of our printing activities. To do this, we will strictly adhere to the following expectations for print device allocation and use:

Procurement

- a. Permitted print device allocation will be determined by the "Future Plan Maps" as developed through the district's comprehensive print strategy review. The Future Plan Maps are available for schools to view on my43.
- b. New print device purchases will only be permitted where:
 - i. A new device is replacing an existing device and
 - ii. The location of the new device is identified on the Future Plan Map for the site and
 - iii. The class of device purchased meets the expected load needs identified for that location
- c. Ink jet printers are not permitted except in specialty formats, such as for drafting labs
- d. All print device purchases must be made through the purchasing department

Support, Maintenance and Consumables

- a. The district has entered a service agreement with Ricoh and partners to service all district print devices regardless of brand. This service agreement applies to maintenance, repairs and toner purchase. Schools and departments are not permitted to service printers or purchase toner outside the district service agreement
- b. If a print device exceeding 7 years of age fails, it will not be serviced and must be replaced or eliminated
- c. Schools and departments must order toner and printer service through protocols provided by purchasing

Disposal of devices identified for removal

- a. Where a device resides in a location identified as not requiring a printer on the Future Plan Map:
 - i. Schools are expected to begin removing devices by June 2015
 - ii. Progress will be reported to the DLT and board on a quarterly basis during the 2015/2016 school year
- b. Schools and departments are encouraged to move devices to ensure the youngest and most reliable HP or Ricoh print devices are retained
- c. All non-HP and non-Ricoh print devices (Epson, Brother, etc) must be eliminated except for specialty format printers, such as in drafting labs
- d. All Ink jet printers must be removed, except for specialty format printers, such as in drafting labs

Modifications to the Future Plan Map for a site

- a. A school administrator or department manager may request an adjustment to the Future Plan Map for their site. Any adjustments will be reviewed by the Electronics Equipment Internal Review Panel. Approval or denial of such a request can be made as required without the need for the panel to sit

provided the chair communicates the nature of the request and rationale for the change to panel members and a consensus response to support the request is reached. When there is no consensus to support the change request, the administrator or manager requesting the change must wait for the annual panel meeting to present an appeal.

- b. The panel may, from time-to-time and at its discretion, initiate a review of Future Plan Maps for the purpose of proactively guiding future decision making.

2.3 Display devices and media players

- a. May be purchased in accordance with the procurement standards identified in section 1.0. Where a TV or media player device is intended to connect with other devices, either through the school network or through an independent network, purchase of such devices must be made through purchasing and, where appropriate, supported by the Information Services department.

2.4 Networkable non-computer devices (such as calculators)

- a. May be purchased in accordance with the procurement standards identified in section 1.0. Where a calculator or other non-computer device is intended to connect with other devices, either through the school network or through an independent network, purchase of such devices must be made through purchasing and, where appropriate, supported by the Information Services department.

2.5 Networks

- a. All networking equipment such as routers, hubs and wireless access points must be purchased through the Purchasing Department and approved by the Information Services Department. No individual other than district IS staff is permitted to engage in any activities involving setup of or changes to network infrastructure. Teachers, parents or students are not permitted to connect networking equipment or establish personal networks within a school site, regardless of whether those devices are connected to the Internet. The only exception to this expectation are instances where students and teachers engage in networking activity within a lab setting for the express purpose of meeting curriculum requirements, such as in a networking or information technology class.