



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATION

Regulation Name: Technology Standards

Regulation Code: BA-1.4.3

Section: Business and Administrative Services

Policy Code Reference: BA-1.4

Established: March 29, 2005

Revised or

Reviewed: October 29, 2009; November 29, 2011; January 20, 2014; September 10, 2018;
May 21, 2024

1. OBJECTIVE

The purpose for establishing Technology Standards is to ensure integration and interoperability between technologies, maintain the integrity and security of local and wide area networks, reduce training and support costs and create economies of scale by narrowing the number of products used, and to ease purchasing decisions by pre-evaluating and pre-approving technology solutions.

This administrative regulation also takes into consideration the total cost of ownership (TCO) when implementing technology, the cost of technology being just a fraction of that TCO. In order to provide equity in technology resources, technical support, maintenance and professional development to all Board sites, standards must be in place and adhered to.

2. DEFINITIONS

Board

The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

Special Education Amount (SEA)

The SEA provides funding to school boards for the costs of specialized equipment essential to support students with special education needs that may include technological or nontechnological specialized equipment.

3. APPLICATION

This administrative regulation applies to all staff, students, trustees and community members who use technology resources within the Board, including personal devices. The regulation covers both instructional and administrative technology, as well as any special education equipment that is assigned to students based on an assessment. The regulation does not apply to any technology that is not connected to the Board's networks or systems.

4. RESPONSIBILITY

- 4.1 The Director of Education is responsible to allocate staff and resources to support this policy and associated administrative regulations.
- 4.2 The Executive Officer of Information and Communications Technology (ICT), or designate, is responsible for developing, updating, and enforcing the school technology standards, as well as providing technical support, maintenance, and purchasing services.
- 4.3 The Associate Director of Teaching and Learning, or designate, is responsible for selecting and approving the software titles that are included in the standard.

5. PROCEDURE**5.1 Authorized Standard Technology Hardware**

- 5.1.1 Current authorized, standard technology hardware is technology that has been designated as approved and supported by the ICT Department. Approved and supported hardware has been selected through a request for proposal, tendering process, or through the Ontario Education Collaborative Marketplace (OECM), based on specific requirements and criteria.
- 5.1.2 Non-standard technology hardware shall not be purchased unless approved under special consideration as per section 5.1.4.
- 5.1.3 Donated technology hardware shall not be accepted unless the donated technology meets current standards and is approved by the Executive Officer, Information and Communications Technology.
- 5.1.4 Under special considerations and as part of the Information/Instructional Technology Plan review of new and emerging technologies, departments/schools may request technical support, maintenance and/or network access for non-standard technology. These requests must be made via service request in the Helpdesk application.

5.2 Technology Refresh and Supported Student to Computer Ratios

- 5.2.1 The technology standards support a student to technology ratio in KPR of 4 to 1.
- 5.2.2 All Specialized Equipment Amount (SEA) technology is not considered part of the student to computer ratios.

- 5.2.3 As enrolments could increase or decrease in certain schools, the number of computers to be refreshed in a school will increase or decrease accordingly based on the student to computer ratios. Student enrolments will be reviewed on an annual basis or whenever there is a major shift in student population, e.g., new school opening.
- 5.2.4 Schools and school councils may purchase standard technologies in addition to what is being provided centrally.
- 5.2.4.1 Technology acquired by the school will be tracked and recorded separately from centrally funded technology. The ancillary costs, sustainability, and refresh costs of school funded technology will be the school's responsibility.
- 5.2.4.2 All technologies purchased for the school must be acquired through the KPR ICT Department.
- 5.2.4.3 All technologies purchased for schools must meet the KPR standards, unless approved under special consideration as per section 5.1.4.
- 5.2.4.4 All technologies purchased for schools or donated that are prohibitive to repair, or no longer meet the KPR standards, will be removed from the network in collaboration with the school.
- 5.2.5 Computer Technology that is older than the approved standards will be removed from schools and designated as surplus.

5.3 School Technology Configurations

- 5.3.1 Schools have the flexibility of configuring their supported ratio of technology in a number of scenarios.
- 5.3.2 Due to regulations regarding Ministry rated capacity, existing elementary classroom computer labs will only be supported where space is available.

5.4 Kawartha Pine Ridge District School Board Networks

- 5.4.1 Only KPR standard technologies are permitted to connect to the school network and the KPR wide area network using designated computer outlets.
- 5.4.2 Staff and students are permitted to access the KPR wireless (Wi-Fi) network using KPR standard technologies or personal devices, on the condition that they agree to the Acceptable Use Agreement presented at login. The Acceptable Use Agreement for staff will reference

Administrative Regulation HR-5.3.1, Code of Conduct for Employees – Technology and Internet Use by Employees, and Board Policy ES-1.6, Personal Electronic Devices (PEDs).

- 5.4.3 To maintain the integrity of networks, all requests for relocation of technology shall be coordinated with the ICT technician through the ICT Help Desk.
- 5.4.4 Requests for relocation of technology to areas where there are no designated computer outlets, must be requested through the ICT Help Desk. The department/school will be provided with a quotation for all computer access and electrical outlets. All costs for the addition or relocation of computer access and electrical outlets will be incurred by the department/school.

5.5 Authorized Standard Technology Software

- 5.5.1 Current authorized, standard software is software that has been designated, approved and supported by the Teaching and Learning Department and the ICT Department.
- 5.5.2 In consultation with Teaching and Learning a standard image (suite of software packages) is developed.

Review of the standard image is ongoing Requests to consider new or additional software titles beyond the standard image must be made through the ICT Help Desk.

- 5.5.3 Additional software titles beyond the standard image must be fully licensed by the department/school and the department/school must maintain all license records. The department/school is responsible for adhering to the terms and conditions of those licenses.
- 5.5.4 There will be limited technical support available to any school purchased software titles.

6. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS

Board Policies:

[BA-1.4, Information and Communications Technology](#)
[ES-1.6, Personal Electronic Devices](#)

Administrative Regulations:

[BA-1.4.1, Information/Instructional Technology Plan](#)
[BA-1.4.2, Telecommunication Services](#)

[BA-1.4.6, Staff Cell Phone Acceptable Use](#)

[ES-1.6.1, Personal Electronic Devices](#)

[HR-5.3.1, Code of Conduct for Employees – Technology and Internet Use by Employees](#)

7. REFERENCE DOCUMENTS

Legislation:

[Accessibility for Ontarians with Disabilities Act](#)

[Education Act](#)

[Human Rights Code](#)

[Municipal Freedom of Information and Protection of Privacy Act](#)

[Personal Health Information Protection Act](#)

[Personal Information Protection and Electronic Documents Act](#)