

EDMONTON PUBLIC SCHOOLS

April 25, 2000

TO: Board of Trustees

FROM: E. Dosdall, Superintendent of Schools

SUBJECT: District Technology Standards and Specifications

ORIGINATOR: G. Reynolds, Department Head

RESOURCE
STAFF: Avi Habinski, Glenn Johnson, Bob Maksymic, Boris Oskin, Pat Redhead,
Dale Tomas

RECOMMENDATION

That board policy, District Technology, KA.BP (Appendix I),
be approved.

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Background

The work to develop district technology standards and specifications began in response to three needs expressed by district staff.

1. In order to make wise decisions about technology, staff need consistent quality advice regardless of whom they contact in central services.
2. It is more efficient and cost-effective when common technologies, applications and processes are used across the district. The wider the range of hardware and software, the more resources are needed to acquire the technology, to support it and to train staff.
3. The standards, guidelines and recommendations of the District Technology Plan need to become common operational practice rather than being treated as a separate planning process. Concerns were expressed about the status of the advice contained in the technology plan.

In August 1999, a report to the superintendent described a process for determining “the desirability of developing technology standards and specifications”. Through an extensive process of stakeholder input, it has been determined that there is strong support for this work on the part of principals, central services staff, and teachers.

The new policy is based upon the District Technology Plan 1996-99 and was developed with input from many district staff. The names of the principals, teachers, and central services

staff involved in development of the policy and administrative regulations are attached. (Appendix II)

Process

A new section, K – District Technology, will be added to the Board Policies and Administrative Regulations because an examination of the current policies and regulations shows that technology is sparsely mentioned and there are enough significant issues to be addressed to warrant a new section.

In addition to board policy, KA.BP District Technology, the superintendent will be requested to approve the following administrative regulations (Appendices III - V).

- KA.AR District Technology Standards
- KB.AR District Technology Specifications and Guidelines
- KC.AR Appropriate Use of District Technology

Regulation KD.AR District Technology Security is being developed and will be presented to the superintendent following consultation with stakeholders. District Technology will be responsible for providing more specific recommendations and requirements for district technology through an ongoing process of creating and maintaining specifications and guidelines.

Stakeholders have been asked to identify specifications and guidelines that should be developed. The following are among those that are either in development or that will be considered for future development:

- Office Automation Tools
- District Wide Area Network
- Guidelines for Technology Planning
- Computer Workstations for Student Use
- District WAN Security
- Electronic Document Exchange
- District E-mail systems
- FOIPP Guidelines for District Technology
- Student Information System
- E-mail Guidelines for Staff
- Computer Workstations for Staff Use
- School Library Automation
- District Local Area Networks
- Internet Browser
- Disposal of Old Computer Technology

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- APPENDIX I: KA.BP District Technology
- APPENDIX II: Stakeholders Involved
- APPENDIX III: KA.AR District Technology Standards
- APPENDIX IV: KB.AR District Technology Specifications and Guidelines
- APPENDIX V: KC.AR Appropriate Use of District Technology

CODE: KA.BP
TOPIC: District Technology

EFFECTIVE DATE: xx-xx-2000
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The board believes that the performance of all students and staff is enhanced through the appropriate use of technology.

DEFINITION OF TERMS

Technology, in its broadest sense, can be defined as all tools and machines that have been developed to enhance human control over the natural and made environment. The focus of this policy, however, is on digital technologies that are used to enhance teaching, learning, communication, and information management including computer hardware, software, network communications and electronic information resources.

Reference(s):

STAKEHOLDERS INVOLVED

Principals

Cam Colville, Clara Tyner
Reg Crawford, Athlone
Mike Demain, Harry Ainlay
John Edey, Spruce Avenue
Dennis Schienbein, Elmwood
Edgar Schmidt, Garneau / Queen
Alexandra

Teachers

Gord Balbar, J. Percy Page
David Cherrington, Bannerman
Terry Collier, T.D. Baker
Diane Covlin, Duggan
John Henker, Dunluce
Caroline Letourneau, Consulting Services
Nelene Massey, Edith Rogers
Norman Mathew, Ross Sheppard
Irf Quereshi, J. Percy Page
Eileen Rygus, Rundle
Murray Scholtz, Princeton
Orest Soltykevych, M.E. Lazerte

Central Services

Anne-Louise Charette, Programs
Marion de Man, Consulting Services
Sally Hampton, Communications
Bob Holt, Personnel
Anne Sherwood, Board Administration
Simon van der Valk, Student Information

ITS Staff

Darryl Doan, Patrick Miller, Venetia
Mosychuk, Blair Allard, Gordon Mah, Doug
MacKintosh, James Leeson, Kalin Harvey,
Mark Dyer, Bill Cross, James Luke, Ben
Arledge, Wayne Vogel, Terry Knudtson,
Ahmed Abdulle, Carl Wolgien, Chris
Hadaway, Allan Chabun, Karla Singer, Terri
Higham, Jason Spencer, Michael Perry,
Christa Bukvi, Chris Atherton, Angela
Humeniuk, Kirk Davis, Dennis Laurie, John
Cates, Sean Page, Evan Idler, Doug Pachal,
Jeff Neeve, Billy Spindler, Nigel Rutter,
Steve Sturgess

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TOPIC: District Technology Standards

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District Technology standards express the desired or ideal state. While it is common practice to refer to technology standards such as those for networking, hardware, software, and wiring, in the terminology used by Edmonton Public Schools these are referred to as specifications.

The standards for district technology are:

1. All students will have access to and use technology to enhance learning across the curriculum.
2. All teachers will have access to and use technology to enhance teaching, planning, assessing, reporting, and personal professional development.
3. All schools and central services departments will use appropriate technology to enhance planning, communication, financial management, and the flow of information.
4. Services will be available to assist schools and central services departments in formulating and implementing plans for technology.
5. All schools and central services departments will plan effectively for technology integration and technology change.

Reference(s): KA.BP District Technology

CODE: KB.AR

TOPIC: District Technology Specifications
and Guidelines

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All district schools and central services departments shall follow district technology specifications and guidelines for acquiring, developing, maintaining, using and upgrading hardware, software, data communications, and related technologies.

A. DEFINITION OF DISTRICT TECHNOLOGY SPECIFICATIONS AND GUIDELINES

District technology specifications define the hardware and software products and guidelines describe the procedures, rules and processes related to technology that are required or recommended for district schools and central services departments. Specifications and guidelines shall be consistent with the district technology standards.

B. RATIONALE

It is more efficient and cost-effective when common technologies, applications and processes are used across the district. The wider the range of hardware and software, the more resources are needed to acquire the technology, to support it and to train staff.

C. PROCESS

1. District Technology, in consultation with stakeholders, shall establish, maintain and communicate the specifications and guidelines.
2. The district will only support technology processes, hardware, software, and related technologies that meet the specifications and guidelines.
3. District technology specifications and guidelines shall be communicated using the district website and other district communication vehicles.

Reference(s): KA.BP – District Technology; KA.AR – District Technology Standards

CODE: KC.AR

EFFECTIVE DATE: xx-xx-2000

TOPIC: Appropriate Use of District
Technology

ISSUE DATE: xx-xx-2000

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A. PURPOSEFUL USE OF DISTRICT TECHNOLOGY

1. Students will be given access to district technology for educational purposes that include:
 - Achieving the learner outcomes of the Alberta Program of Studies.
 - Participating in learning activities selected by the teacher.
 - Participating in alternate district programs such as virtual schooling and outreach programs.
2. Staff will be given access to district technology for educational purposes that include:
 - Communication
 - Information acquisition
 - Information management, such as student and financial information
 - Professional development and training
 - Providing technology support to other users of district technology.
3. Community volunteers and school council representatives may be given access to district technology for educational purposes that include:
 - Communication
 - Information acquisition
 - Assisting teachers in using district technology with students.

B. GUIDING PRINCIPLES

District technology must be used in ways that are consistent with the following principles.

1. Appropriate use

District technology is intended for educational purposes and for business activities in the operation of schools and the district. Personal use of electronic communication must not interfere with, or conflict with, its use for work purposes. District technology cannot be used for purposes that are illegal, unethical, or immoral.
2. Privacy and Personal Safety

Activities involving district technology will, as much as possible, protect the privacy of personal information of all users and the personal safety of students. All users will be educated about ways that they can protect their own personal information and personal safety.

3. Security of systems and information

Individuals using district technology shall not compromise the security and integrity of data and information stored on district or school computer systems.

4. Efficiency

District technology must function efficiently for all users. Therefore, users shall operate within the limitations, guidelines, and directives provided.

C. GUIDELINES FOR APPROPRIATE USE

1. Students and staff shall adhere to appropriate use guidelines established by the district and each school.
2. Schools may request that students and their parents or guardians sign an appropriate use agreement that confirms their understanding of school and district guidelines.

D. CONSEQUENCES OF INAPPROPRIATE USE

1. All users shall be responsible and accountable for their use of district technology.
2. Students who deliberately use district technology inappropriately will be subject to some or all of the consequences listed in IG.AR – Student Behaviour and Conduct.
3. Staff who deliberately use district technology inappropriately will be subject to disciplinary or legal action, which may include termination of employment.
4. Other users who deliberately use district technology inappropriately will lose the privilege of using district technology.

Reference(s): IG.AR – Student Behaviour and Conduct; IG.BP – Student Behaviour and Conduct; IHFA.AR – Supervision of Students; Criminal Code of Canada; [Freedom of Information and Protection of Privacy Act](#)