



**Information Technology
AP: 600.30**

Procedure for: All Staff
Submitted by: Chris N. Roehrig (Superintendent of Education)
Category: Information Technology
Adopted: April 26, 2011
Revised: N/A

Purpose

The purpose of this Administrative Procedure is to provide direction to Board Staff and Schools regarding the deployment of Information Technology (IT) within the school Board.

Responsibilities

All Board staff shall follow this administrative procedure. Specific direction is provided for the District Student Achievement Team (DSAT), the Director of Education, Superintendents, Principals, the Manager of Information Technology, as well as Information and Computer Technology (ICT) Consultants.

Procedures

1.0 The District Student Achievement Team (DSAT) shall:

- Create and annually evaluate the student achievement foci that will underscore the reasons why the Board introduces information technology to our schools and identify focus areas for IT investments that support the student achievement foci.
- Establish an Information Technology Team (ITT). The Information Technology Team shall be chaired by a Superintendent in charge of Information Technology. The team may consist of Information and Computer Technology Consultants, the Manager of Information Technology and anyone else DSAT deems appropriate.

2.0 The Information Technology Team (ITT) shall:

- Create a Board Information Technology Plan (Appendix A). The plan shall include a preamble that explains how it supports the student achievement foci established by DSAT. The plan shall address goals related to teaching and learning, and goals related to Corporate Services. The plan may be divided into the following domains:

Infrastructure - e.g., communication services such as email, web development, portals; networking such as wireless and server technologies;

Hardware - e.g., desktops, laptops, portable devices, projection technology, peripherals etc.

Deployment & Organization (e.g., labs, pods, classrooms, offices, libraries, and program specific settings);

Software - e.g., *Web 2.0 Tools* that allow staff and students to take advantage of the 2.0 features of the Internet, especially collaboration and social networking; *Quality software* that address the instructional needs of teachers and students or the needs of Corporate Services; *Standard Productivity Tools* that accommodate the basic productivity tasks that staff and students do on a regular basis, typically found in an Office suite such as word processing, presentations and spreadsheets;

Data Services- e.g., data warehouse for curriculum, business information tools, student databases, human resources databases etc.



Innovation, Research and Development - e.g., encouraging innovation in schools, classrooms and Corporate Services to support Ministry and Board goals; opportunities for school principals to augment technology access through the use of school funds or local partnerships.

- Report the plan to DSAT before implementation.
- Report back to DSAT twice a year regarding the status of implementation of the plan.

3.0 School-based/Site-based Requests for Information Technology Investment

Schools and sites/departments may make investments in information technology to improve infrastructure, hardware, software, data service, and innovation. All investments must be made through an application process using the Information Technology Investment Request Form (Appendix B) of this procedure. A principal / supervisor of a school or department may make application to the Superintendent in charge of Information Technology by completing Appendix B. The completion of Appendix B requires consultation between the principal/supervisor, the Manager of Information Technology, and the appropriate Curriculum Consultant.

Definitions

District Student Achievement Team (DSAT)

The District Student Achievement Team is appointed by the Director of Education or designate. DSAT ensures all Board initiatives, including technology supported ones, are aligned with the main student achievement priorities and resourced appropriately (budget). DSAT serves as a mechanism to ensure a high degree of alignment between vested interests around our student achievement goals, e.g., elementary program, secondary program, special education, information technology, and Corporate Services, etc.)

References – N/A



BOARD INFORMATION TECHNOLOGY PLAN

PREAMBLE:

The student achievement goals set out by the District Student Achievement are <insert here>. This Board IT Plan address the goals set out by DSAT in the following ways<insert here>.

INFRASTRUCTURE					
GOALS	STRATEGIES	RESOURCES	TIMELINES	RESPONSIBILITY	MONITORING
Teaching and Learning Goals:					
Corporate Services Goals:					

HARDWARE					
GOALS	STRATEGIES	RESOURCES	TIMELINES	RESPONSIBILITY	MONITORING
Teaching and Learning Goals:					
Corporate Services Goals:					



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DEPLOYMENT AND ORGANIZATION					
GOALS	STRATEGIES	RESOURCES	TIMELINES	RESPONSIBILITY	MONITORING
Teaching and Learning Goals:					
Corporate Services Goals:					

SOFTWARE					
GOALS	STRATEGIES	RESOURCES	TIMELINES	RESPONSIBILITY	MONITORING
Teaching and Learning Goals:					
Corporate Services Goals:					



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DATA SERVICES					
GOALS	STRATEGIES	RESOURCES	TIMELINES	RESPONSIBILITY	MONITORING
Teaching and Learning Goals:					
Corporate Services Goals:					

INNOVATION, RESEARCH AND DEVELOPMENT					
GOALS	STRATEGIES	RESOURCES	TIMELINES	RESPONSIBILITY	MONITORING
Teaching and Learning Goals:					
Corporate Services Goals:					



Information Technology Investment Request Form

APPLICATION SECTION

Date of Submission: _____ Principal or Supervisor's Name: _____
School or Department: _____
Description of request: _____

Description of related software to support investment: _____

Description of required PD to support investment: _____

Description of other resources required to support investment: _____

Description of support required: _____

Describe how this investment supports DSAT's student achievement foci (if it does not directly support the student achievement foci, the supervisor shall explain why the Board/school should invest in this technology): _____

Describe which Board Improvement Plan foci or School Improvement Plan foci it supports and how: _____

Outline the anticipated cost of the investment including costs for purchase, support, training and renewal of the investment. _____

Comments of Information Technology Manager: _____

Comments of Information and Computer Technology Consultant: _____

I.T. Manager Signature: _____ Date: _____
Computer Consultant Signature: _____ Date: _____
Principal or Supervisor's Signature: _____ Date: _____

APPROVAL SECTION

Comment: _____

Signature - Superintendent in Charge of Information Technology: _____ Date: _____

c: Information Technology Manager, Computer Consultant, Principal/Supervisor