

B O A R D
MEMORANDUM

Date: June 22, 2022
To: Board of Trustees
From: Shawna Warren, Acting Superintendent
Originator(s): Policy Committee
Subject: Policy 435 – Technology Equipment for Trustees

Purpose:

For approval. Motion required.

Motion:

That the Board of Trustees approve Policy 435 – *Technology Equipment for Trustees* as presented at the June 22, 2022, Public Board meeting.

Background:

During the 2018-2019 school year, the Division completed a comprehensive Board Policy Review. The Education Committee (Policy Committee) had oversight of the review process, which saw 129 policies and 14 Board Regulations condensed to 43 policies. A Policy Tracker was created to schedule a regular review of all policies under the responsible administrator.

Administration has reviewed and updated Policy 435 – *Technology Equipment for Trustees* as part of its review of policies during the 2021-2022 school year.

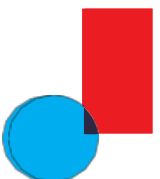
The Policy Committee reviewed Policy 435 – *Technology Equipment for Trustees* at their May 25, 2022, committee meeting and has recommended it come to the Public Board meeting for approval.

Administration is prepared to respond to questions at the June 22, 2022, Public Board meeting.

Sincerely,

Shawna Warren, M.Ed
Acting Superintendent

Attachment



Technology Equipment for Trustees

EFFECTIVE: June 26, 2019

REVISED: June 22, 2022

REVIEW: 2025-2026

1.0 POLICY

To facilitate communication and the sharing of information trustees shall be provided with computer technology (i.e. laptop and printer). The device is owned by the Division and is loaned to trustees for the purpose of engaging in Division related business. Consumables (i.e. Print cartridges and maintenance kits) shall be covered under Policy 430 – Trustee Remuneration and Expense Reimbursement.

2.0 GUIDELINES

- 2.1 Technology devices will be replaced consistent with the Division's technology replacement plan.
- 2.2 All equipment will be returned at the end of the trustee's term of office.
 - 2.2.1 Within 7 days of an election or resignation, outgoing trustees must return all devices to the Division.
- 2.3 Trustees are responsible for the reasonable protection and safety of the equipment and are expected to keep devices secure to ensure confidentiality of documents and/or correspondence.
- 2.4 The assigned technology device is for the exclusive use of the trustee and shall not to be used or accessed by anyone other than the trustee.
- 2.5 Basic training in the use of email, backing up files and use of division software will be provided by Division staff as needed.
- 2.6 General maintenance and upgrades of trustee devices shall be on an as needed basis. If Division equipment needs repair, it will be returned to the Division. If required, the trustee will be provided with a replacement device.
- 2.7 Trustees will receive a stipend of \$600.00 per annum for Internet connection at a fixed rate of \$50/month.

References: Board Policy: 430 Trustee Remuneration and Expense Reimbursement

Technology Equipment for Trustees

EFFECTIVE: June 26, 2019

REVISED: June 22, 2022

REVIEW: 2025-2026

1.0 POLICY

~~To facilitate communication and the sharing of information t~~Trustees shall be provided with computer technology (i.e. laptop and printer), ~~a device to carry out board business. The device is owned by the Division and is loaned to trustees for the purpose of engaging in Division related business.~~ Consumables (~~ie.i.e.~~ Print cartridges and maintenance kits) shall be covered under Policy 430 – Trustee Remuneration and Expense Reimbursement. ~~All Board provided equipment will be maintained by the Division.~~

2.0 GUIDELINES

~~2.1~~ Technology devices will be replaced consistent with the Division’s technology replacement plan.

~~2.1 2.2~~ All equipment will be returned at the end of the tTrustee’s term of office, ~~or can be purchased by the departing Trustee at the fair market value of the equipment at that time.~~ [LL1][LL2][RK3][RK4]

~~2.2.11~~ Purchased devices will be reset to factory defaults before being released to the departing Trustee. Within 7 days of an election or resignation, outgoing trustees must return all devices to the Division.

~~2.1.2~~ Purchased equipment once owned by the departing Trustee will no longer be supported by the Division.

2.3 Trustees are responsible for the reasonable protection and safety of the equipment and are expected to keep devices secure to ensure confidentiality of documents and/or correspondence.

2.4 The assigned technology device is for the exclusive use of the trustee and shall not to be used or accessed by anyone other than the trustee.

2.5 Basic training in the use of email, backing up files and use of division software will be provided by Division staff as needed.

2.6 General maintenance and upgrades of trustee devices shall be on an as needed basis. If Division equipment needs repair, it will be returned to the Division. If required, the trustee will be provided– with a replacement device.

2.72 Trustees will receive a stipend of \$600.00 per annum for Internet connection at a fixed rate of \$50/month, ~~to offset other technology related expenses (ie. Internet).~~

References: Board Policy: 430 Trustee Remuneration and Expense Reimbursement