



REVISED ADDENDUM  
REGULAR MEETING OF THE  
TORONTO CATHOLIC DISTRICT SCHOOL BOARD  
PUBLIC SESSION

Angela Kennedy, Chair Frank D'Amico, Vice Chair

Thursday, February 17, 2022

7:00 P.M.

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**Teresa Lubinski**  
**Trustee Ward 4**

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**To:** Regular Board Meeting, February 17, 2022

**From:** Teresa Lubinski, Trustee Ward 4

**Subject:** Notice of Motion regarding February 1, 2023 to be recognized as Honourable Dr. Jean Augustine Day at the Toronto Catholic District School Board (TCDSB) and every year thereafter.

**MOVED BY:** **Teresa Lubinski**, Toronto Catholic District School Board

**WHEREAS:** In December 1995, the House of Commons officially recognized February as Black History Month in Canada following a motion introduced by the first African Canadian woman elected to Parliament, the Honourable Dr. Jean Augustine. The House of Commons carried the motion unanimously;

**WHEREAS:** Hon. Dr. Jean Augustine, was a Member of Parliament for Etobicoke-Lakeshore;

**WHEREAS:** Hon. Dr. Jean Augustine was a Teacher and Principal of The Metropolitan Separate School Board now named the Toronto Catholic District School Board;

**WHEREAS:** February is African-Canadian Heritage Month at the TCDSB; and

**WHEREAS:** Hon. Dr. Jean Augustine has donated funds for the establishment of the Jean Augustine Scholarship at George Brown College in Toronto. The award is available to students in all programs who are graduating. To be eligible for the scholarship, students must demonstrate that they are sole support parents who have overcome obstacles in achieving their educational goals;

**THEREFORE BE IT RESOLVED THAT:** February 1, 2023 is recognized as Honourable Dr. Jean Augustine Day at the Toronto Catholic District School Board and every year thereafter.

**Teresa Lubinski**

**Trustee, Ward 4**



REPORT TO

REGULAR BOARD

## 2022-2023 SCHOOL YEAR CALENDAR

*To the sensible person education is like a golden ornament, and like a bracelet on the right arm.  
Sirach 21:21*

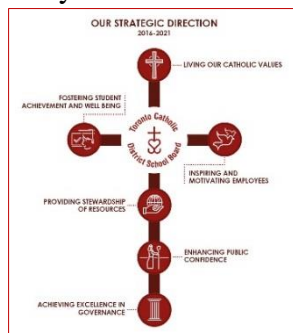
Drafted	Meeting Date
February 7, 2022	February 17, 2022
Lori DiMarco, Superintendent of Curriculum Leadership & Innovation; AICT Shazia Vlahos, Chief of Communications and Government Relations	
<b>RECOMMENDATION REPORT</b>	

### Vision:

At Toronto Catholic we transform the world through witness, faith, innovation and action.

### Mission:

The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ. We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.



Brendan Browne  
Director of Education

Adrian Della Mora  
Associate Director of Academic  
Affairs & Chief Operating Officer

Derek Boyce  
Associate Director of Facilities,  
Business & Community Development

Ryan Putnam  
Chief Financial Officer & Treasurer

## A. EXECUTIVE SUMMARY

The school year calendar is prepared and submitted annually to the Ministry of Education (MOE), in accordance with the Education Act and Ont. Regulation 304, School Year Calendar, Professional Activity Days.

A request for the TCDSB to modify the Ministry of Education 2022-2023 school year calendar must be submitted to the MOE by March 1, 2022.

This report recommends that the Board of Trustees approve:

- A request to be made to the Ministry of Education for a modified school year calendar for the 2022-2023 school year which includes Christmas Break from December 26, 2022 to January 6, 2023 and the PA Days outlined in Appendix A.
- The communication plan outlined in this report in Section D.

Highlights:

- This selection of PA days was done in consultation with our Academic/Business Advisory Committee (AcBac) Committee members.
- After the initial consultation with the AcBac Committee, a survey of parents, students and staff was conducted, and we are recommending changing the Christmas Break from the dates defined by the Education Act.
- The calendar aligns with that of the Toronto District School Board and the alignment will minimize additional transportation costs for both boards.
- Secondary schools, in consultation with their Local School Staffing Advisory Committee (LSSAC), may schedule a Professional Activity Day to align with the day following one of the Parent-Teacher Interview nights.

***The cumulative staff time required to prepare this report was 30 hours.***

## **B. PURPOSE**

1. To provide information on what governs the development of the school year calendar.
2. To outline a communication plan that encompasses the TCDSB community.
3. To present the 2022-2023 school year calendar as agreed to, through a consensus process, by the Academic/Business Advisory Committee (AcBac) members.

## **C. BACKGROUND**

1. Annually the Board establishes the school year calendar in accordance with the Education Act and Ont. Regulation 304.
2. The TCDSB must approve a school year calendar that includes a minimum of 194 school days, of which no more than seven (7) will be professional activity (PA) days and at least 187 will be instructional days. Three (3) of the seven PA Days must be devoted to provincial education priorities as set out by the Ministry of Education. In the case of secondary schools, no more than ten (10) instructional days can be designated as exam days.
3. The selection of the PA days for the 2022-2023 school year has been in consultation with our Academic/Business Advisory Committee (AcBac) Committee members.
4. The AcBac Committee consists of members of Senior Staff and representatives from each union, association and various board departments (including Transportation, Payroll, Communications and Human Resources).
5. PA days have been aligned with the TDSB to minimize any additional transportation costs.
6. The Ministry of Education base calendar for 2022-2023 recommends Christmas Break from December 19, 2022 to December 31, 2022 with a statutory holiday on Monday, Jan 2, 2023.

7. The TCDSB has surveyed parents of K-Gr 11 students, students in Gr 7-11, staff, CSPCs, CPIC, OAPCE and Child Care providers with regard to preference for the dates of the Christmas Break. There were 18,932 responses to the Christmas Break survey with a response rate of 63% in favour of moving the Christmas Break to the period of December 26, 2022 to January 6, 2023.
8. Making a change to the Ministry of Education base calendar, requires that a request be submitted to the Ministry of Education for a modified calendar no later than March 1, 2022. As such, this report recommends making this request based on the preference for a later Christmas Break.
9. The Ministry of Education requested school boards to consider designating a time for teachers to complete the Sexual Abuse Prevention Program, as required by the Ontario College of Teachers during one of the Mandatory PA days prior to September 15, 2022. The PA Day that would normally be reserved for June 30, 2023 in the TCDSB will be moved to Tuesday, September 6, 2022 to accommodate this request.
10. The Ministry of Education requested school boards to consider designating a PA day to align with Municipal Elections on Monday, October 24, 2022. After discussion with the committee, Education Council and with TDSB we will not be scheduling a PA day on this date.
11. Student instruction will begin on Wednesday, September 7, 2022.
12. Summary of the proposed 2022-2023 school year calendar
  - a) Elementary Schools:
    - Two PA days are to be used for parent-teacher conferences, as per the Collective Agreement.
    - Two PA days are to be used for assessment and completion of report cards, as per the Collective Agreement.
    - Three PA days are to be used for Provincial Education Priorities of which one half day will be devoted to Faith Development.
  - b) Secondary Schools:
    - Three PA days devoted to Provincial Education Priorities and supporting Article 19 (Joint Professional Development Committee) of the Collective Agreement
    - One PA day devoted to Faith Development.

- The remaining three PA days will be devoted to system priorities, annual learning plans and local goals articulated in the School Improvement and Equity Plan.
- c) The remaining school days shall be instructional days, which for secondary schools will include ten (10) examination days.

## **D. COMMUNICATIONS**

The 2022-2023 school year calendar will be communicated in the following ways, **only after** we have received Ministry of Education approval for our requested modified calendar:

1. Letter to families, staff, SEAC, CPIC, CSPC Chairs and OAPCE-Toronto
2. Insert for school newsletters
3. TCDSB website
4. Social media channels

## **E. STAFF RECOMMENDATION**

That the Board of Trustees approve:

1. A request to be made to the Ministry of Education for a modified school year calendar for the 2022-2023 school year which includes Christmas Break from December 26, 2022 to January 6, 2023 and the PA Days outlined in Appendix A.
2. The communication plan outlined in this report in Section D.



## TCDSB SCHOOL YEAR CALENDAR 2022-2023

Number of school day	194
Number of Professional Activity Day	7
Number of Exam Days (Secondary Only)	10
Labour Day	September 5, 2022
First Day of School for Students	September 7, 2022
Thanksgiving Day	October 10, 2022
Christmas Break	December 26, 2022–January 6, 2023
Family Day	February 20, 2023
Mid-Winter Break	March 13-17, 2023
Good Friday	April 7, 2023
Easter Monday	April 10, 2023
Victoria Day	May 22, 2023
Last Day of Exams for Secondary Students	June 28, 2023
Last Day of Classes for Elementary Students	June 30, 2023
Last Day of School Year	June 30, 2023

### **Seven (7) Professional Activity (PA) Days for ELEMENTARY schools:**

September 6, 2022	Provincial Education Priorities
October 7, 2022	Provincial Education Priorities
November 18, 2022	Parent-Teacher Conferences
December 2, 2022	Provincial Education Priorities
January 13, 2023	Assessment, Evaluation and Reporting
February 17, 2023	Parent-Teacher Conferences
June 2, 2023	Assessment, Evaluation and Reporting

### **\*Seven (7) Professional Activity (PA) Days for SECONDARY schools:**

September 6, 2022  
 October 7, 2022  
 November 18, 2022  
 February 2, 2023  
 February 17, 2023  
 June 29 and 30, 2023

- Three PA days devoted to Provincial Education Priorities and supporting Article 19 of the Collective Agreement.
- One PA day devoted to Faith Development.
- The remaining three PA days will be devoted to system priorities, annual learning plans and local goals articulated in the School Improvement and Equity Plans.

Note: Secondary schools, in consultation with their Local School Staffing Advisory Committee, may schedule a Professional Activity Day to align with the day following one of the Parent-Teacher Interview nights.



REPORT TO

REGULAR BOARD

## UPDATE TO POLICY ON INFORMATION AND COMMUNICATION TECHNOLOGY – HARDWARE AND SOFTWARE STANDARDS POLICY A.34

*For I am sure that he will follow my policy and will treat you with moderation and kindness.  
2 Maccabees 9:27*

### Drafted

February 1, 2022

### Meeting Date

February 17, 2022

Steve Camacho, Executive Superintendent, Technology, Data & Strategic Transformation  
Omar Malik, Senior Coordinator, Information and Communication Technology  
Joe Di Fonzo, Senior Coordinator, IT Infrastructure and Operations, ICT

### RECOMMENDATION REPORT

#### Vision:

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#### Mission:

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Ryan Putnam  
Chief Financial Officer & Treasurer

## **A. EXECUTIVE SUMMARY**

This report recommends updating the current Policy on Information and Communication Technology - Hardware and Software Standards Policy A.34 to conform to current practice and policies.

*The cumulative staff time required to prepare this report was 8 hours.*

## **B. PURPOSE**

This Recommendation Report is on the Order Paper of the Governance and Policy Committee as it recommends policy revision.

## **C. BACKGROUND**

1. The Policy on Information and Communication Technology - Hardware and Software Standards was first approved in April 2012 and has not been amended since.
2. Changes to this policy reflect current practice and alignment with related policies
  - Acceptable Use of Technology A.29
  - Freedom of Information and Protection of Privacy A.38
  - Purchasing Policy F.P.01
  - Disposal of Surplus or Obsolete Furniture, Fixtures and Equipment F.P.07
3. This draft policy was reviewed February 1, 2022 by the Governance and Policy committee.

## **D. EVIDENCE/RESEARCH/ANALYSIS**

This policy has been amended in consultation with staff from ICT Services, Curriculum, senior staff, and parent stakeholders.

## **E. METRICS AND ACCOUNTABILITY**

1. Recommendations in this report will be monitored by policy development staff.
2. Further reports will be brought to Board in accordance with the policy review schedule.

## **F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN**

The updated policy as approved will be posted on the TCDSB policy register.

## **G. COMMITTEE RECOMMENDATION**

The Governance and Policy committee recommends that the revised POLICY ON INFORMATION AND COMMUNICATION TECHNOLOGY – TECHNOLOGY STANDARDS POLICY A.34 provided in Report Appendix A be adopted.



**POLICY SECTION:** Administration

Report - APPENDIX A

**SUB-SECTION:**

**POLICY NAME:** Information and Communication Technology  
– Technology Hardware and Software Standards

**POLICY NO:** A.34

**Date Approved:**  
April 4, 2012 – Board

**Date of Next Review:**

**Dates of Amendments:**  
February 1, 2022

**Cross References:**

1. Acceptable Use of Technology (A.29)
2. Freedom of Information and Protection of Privacy (A.38)
3. Purchasing Policy (F.P.01)
4. Disposal of Surplus or Obsolete Furniture, Fixtures and Equipment (F.P.07)

**Purpose:**

The purpose of this policy is to establish adherence to technology standards that support educational and business objectives throughout the Toronto Catholic District School Board (“TCDSB” or “the Board”) schools and offices. The intent of this policy is to protect and service students and employees, to ensure adherence to all applicable laws and regulations, to ensure stewardship of Board resources, and public funds, and to maintain the integrity and quality of technology resources and services.

**Scope and Responsibility:**



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POLICY NAME: **Information and Communication Technology – Technology Hardware and Software Standards**

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**This policy and associated operational procedures apply to all employees (academic and business), students, trustees, stakeholders, and affiliates of the Board that are seeking or involved with the replacement, implementation, or disposal of technology at the Board for any purposes. Technology includes all types of electronic and digital tools, solutions, and services.**

**The Director of Education is responsible for the implementation of this policy in alignment with the Multi-Year Strategic Plan and with support of the Executive Superintendent, Technology, Data & Strategic Transformation, and Chief Information Officer. All employees share responsibility for compliance and adherence.**

~~The *Joint Technology Team* is comprised of stakeholders representing schools, teachers, support staff, school administration, associations and curriculum and business departments of the Board. The role of this team is to advise and review recommendations for technology initiatives.~~

~~The *ICT Departments (Academic ICT, Technical Services, and Computer Services)* are responsible for provisioning, supporting and maintaining the Board's hardware and software computing infrastructure and providing professional learning opportunities on how to use the Board's technology environment to meet~~



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~~the educational, school administrative and business requirements of the schools and departments.~~

~~-~~

~~The *Curriculum and Special Services Departments* are responsible for identifying opportunities within the curriculum that can be supported and benefit from the introduction and use of technology (hardware, software, and Internet resources), reviewing technology options and making recommendations and providing appropriate professional learning opportunities modelling the use of the technology.~~

### **Alignment with MYSP:**

**Fostering Student Achievement and Well-Being**

**Achieving Excellence in Governance**

**Providing Stewardship of Resources**

### **Policy:**

**The Board shall set technology standards through a process consistent with the Mission, Vision, and Value statements of the Board and with the following objectives:**

- 1. Support the entire system (academic and business) with standardized technology tools, solutions, and services.**



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- 2. Align with current and developing technology standards for academic and business.**
- 3. Streamline processes for all types of technologies.**
- 4. Stewardship of Board technology resources.**
- 5. To ensure student safety, achievement, well-being, and privacy**

~~Within the context of the Multi-Year Strategic Plan and our Christ-focused mission and vision, the Board provides teachers and students access to technology in the schools to create an engaging and innovative learning environment, promote a positive impact on student achievement, improve the quality of learning, and support students with special needs. Administrative staff is provided access to technology to support administrative functions and improve organizational effectiveness. In order to leverage investment in technology, professional learning opportunities are necessary to enhance the learning and teaching environment, to promote the effective use of technology in the classroom and to increase administrative efficiency.~~

~~ICT standards are established to ensure supportability and maintainability of the technology, compatibility, integration between technologies, security of the network, the systems and the information contained within and the selection of cost effective hardware, software and other technologies that are appropriate for use in~~





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~~the classroom to complement the curriculum and program delivery as well as support staff in the performance of their job responsibilities.~~

**Regulations:**

- 1. ICT Services in consultation and collaboration with Curriculum, Special Services, and business departments as well as in consultation with pertinent parent groups, schools, and union partners, will define Technology Standards for educational and administrative use.**
- 2. Technology Standards will be set with strong consideration for student safety, achievement, and well-being and privacy. Consideration will be given to financial feasibility, durability, compatibility with other technologies, IT system performance, and other legal requirements or regulatory requirements.**
- 3. New technology requested by schools (including Catholic School Parent Councils, CSPCs) or departments, that are not standardized, must adhere to an intake and review process to ensure it meets all pertinent requirements and resources are available to support the operation of this new technology.**
- 4. All technology, including technology purchase with CSPCs funds, shall be purchased in accordance with the Purchasing Policy (F.P.01).**



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5. To ensure student safety and the protection of Board data and systems only approved technologies may be used in schools and administrative settings.
6. To ensure student safety and the protection of Board data and systems, only technologies with vendor/manufacture security support (i.e., software patches, bug fixes, etc.) by established vendors shall be used. If a vendor ceases security support, the technology will be deemed obsolete and disposed of in accordance with this policy.
7. Technology standards will be published on TCDSB websites for ease of access by employees and CSPC Chairs.
8. Donated, used, or refurbished technology must comply with this policy and adhere to these regulations for review and for acceptance or nonacceptance. Accepted technology becomes the property of the Board for appropriate allocation, implementation, and equitable distribution.
9. Reassigning, repurposing, or relocating technology shall be done in coordination with and at the approval of ICT Services.
10. Technology deemed as obsolete, redundant, unsafe, or no longer fit for purpose, compatibility, integration, performance, privacy, or security will be replaced and/or disposed of depending on the circumstances and needs.
11. Disposals must comply with this policy and adhere to these regulations to ensure for return and/or sanitization of any sensitive information or data,



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**contractual obligations with suppliers and vendors, and stewardship of  
technology resources.**

**12.All damage incidents, including theft, vandalism, water, and fire damage  
are to be reported and maybe subject to a replacement fee.**

**13.Any discovery of technology that does not comply with this policy or  
adhere to these regulations may be removed.**

**14.ICT Services may publish technology guidelines for personal technology  
used by students or staff in a school environment.**

**15.Students may bring personally owned technology to school for the  
purpose of supporting academic achievement. Such technology shall be  
use used in accordance with the Acceptable Use of Technology Policy  
(A.29) and be in line with published guidelines.**

**16.Select staff, as determined by ICT Services, may bring personally owned  
devices to work for the purpose of supporting academic achievement in a  
school setting. Such technology shall be use used in accordance with the  
Acceptable Use of Technology Policy (A.29) and be in line with published  
guidelines. No student personal identifiable information shall be  
downloaded or stored on to staff personally owned devices,**

**1. Hardware**

-



**POLICY SECTION: Administration**

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**POLICY NAME: Information and Communication Technology – Technology Hardware and Software Standards**

**POLICY NO: A.34**

~~(a) The ICT departments in consultation and collaboration with the schools, curriculum, special services and business departments define the hardware requirements and specifications as part of the process to establish hardware technology standards for educational and administrative use.~~

~~-~~

~~(b) The hardware technology standards must be supportable by the ICT departments and known to function properly in the Board's technology environment to meet end-user requirements.~~

~~(c) The hardware technology standards are established through a procurement process in accordance with the Purchasing policy as maintained by the Materials Management Department.~~

~~(d) The acquisition and purchase of hardware technology for use in schools and departments must be in conformance with these defined hardware technology standards and the Purchasing policy. This is applicable to all departments and schools regardless of funding sources including the use of school block funds, local agency funds or CSAC funds.~~

~~-~~

~~(e) The ICT Departments will establish and as required periodically revise and update what hardware technology is considered supportable. These hardware standards will be updated and published on a regular basis. Hardware technology~~



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~~that is no longer under warranty, below the minimum configuration requirements and/or prohibitive to repair will not be supported and, in collaboration with the school or department, will be removed from the hardware inventory and deemed as obsolete. Any hardware technology deemed as obsolete will follow the Disposal Policy as maintained by the Materials Management Department.~~

~~-~~

~~(f) Only the established hardware technology standard will be supported by the ICT departments. The only exception is where a custom hardware configuration is required to meet a specific educational or administrative need. In this case the ICT Department must approve the hardware configuration and specify a support level which may be limited. The acquisition of non-standard hardware technology will not be supported by the ICT departments.~~

~~-~~

~~(g) Donated, used or refurbished computers will only be accepted if the computers meet the current minimum hardware configuration requirements and are received in working order with a properly licensed operating system. The Board will not accept any computers which may negatively impact the ICT Departments' remote computer management, computer system administration and automated software deployments and updates. Any donated, used or refurbished computers must be reviewed and approved by the ICT departments before being received at the school or department location and may only be connected to the Board's network using an approved computer software image installed by the ICT departments. Any needed~~



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~~hardware repairs not covered under a warranty agreement will be funded by the school or department.~~

~~-~~

~~(h) The ICT Departments, with assistance and collaboration from the schools, will maintain an inventory of the school hardware technology.~~

~~-~~

~~(i) All allocations of new computers or relocation and movement of existing computers from their assigned placement to another location must be done as a request to and in consultation with the Technical Services Department. This is required to ensure the area where the computers are being located already have the necessary networking access (wired or wireless), electrical power and desk, table or counter space to properly accommodate the computers. The Technical Services Department will advise if the request significantly impacts the building thereby requiring further consultation from the Facilities Department. All costs related to adequately provisioning the area with networking, electrical power, millwork or desks will be the responsibility of the school unless approved as part of a project initiative.~~

~~-~~

~~(j) The installation, configuration, modification, system administration, upgrade and maintenance of the Board's hardware and software technology is restricted to authorized ICT Department staff or staff so designated and authorized by the ICT Departments.~~



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~~(k) The connecting of devices to the Board's internal network (wired or wireless) is restricted to devices approved in the hardware technology standard or authorized by the ICT Departments. Personal Electronic Devices (PEDs) are permitted to connect to the Board's Guest wireless (WiFi) network and remote access will be permitted through the Board's VPN (Virtual Private Network).~~

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## ~~2. Software~~

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~~(a) To meet the requirements of the various software use cases within the Board's technology environment, a set of software that supports those users will be established as the software technology standard that is deployed as the computer software image on new and existing computer hardware. The software technology standard is developed in a collaborative process between the ICT Departments and the users to ensure the software meets the educational or administrative needs of the user, can integrate and function properly within the Board's technology environment and is supportable. Support includes providing technical support and opportunities for professional learning.~~

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~~(b) The ICT Departments are responsible for software technical support along with the initial deployment of the software and subsequent upgrades and updates to the software. The Program Coordinators, central resource staff and the local school~~



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~~staff are responsible for providing “how to” software support and opportunities for professional learning with the objective to promote adoption and proper use of the software in the learning and teaching environment or for administrative functions.~~

~~-~~

~~(c) The software technology standard is comprised of licensed software obtained through the Ministry of Education from OSAPAC (Ontario Software Acquisition Program Advisory Committee), Board level software license agreements and central license agreements established by the curriculum, special services and business departments. Only software that is legally licensed and included in the software technology standard may be installed on the Board’s standard computer hardware.~~

~~-~~

~~(d) A school or department may locally license software specific to a site (site license) or set of computers within the site provided the software has been reviewed and authorized by the Software Review Team which includes the Program Coordinators and ICT departments. This review will be based on applicability to the curriculum, meets educational or business needs and hardware and software compatibility that the software will properly function in the Board’s technology environment. For locally licensed software, compliance to the licensing agreement, any costs for software licensing, software maintenance and upgrades, technical support and professional development is the responsibility of the local school or department.~~





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~~(e) Any discovery of software on Board-owned computers that is not legally licensed for use or has not been authorized by the ICT Departments and Software Review Team will be removed. This includes software licensed for home use only through OSAPAC or other licensing agreements.~~

#### **Definitions:**

**Technology includes all types of electronic and digital tools, solutions, and services. Examples include but are not limited to desktops, laptops, tablets, smartphones, laptops, monitors and screens, printers, scanners, copiers, audio/visual equipment, hardware accessories, applications programs, or system software regardless of whether it resides as installed locally on computing devices or is hosted on a vendor's environment and accessed via the internet, software add-ins, plug-ins, functionality changes or new modules or features.**

~~**Hardware technology** includes but is not limited to computers, mobile devices, servers, storage, networking equipment, telephone equipment, printers, peripherals, display devices, etc. and the associated connection devices and cabling.~~

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~~Software technology includes software installed as a local installation, client server application, web application or hosted application on an internal or external infrastructure platform.~~

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~~The Board's software requirements, that is the software use cases, includes but is not limited to students (classroom), teachers, special education (including student SEA claims), school administration, central administration staff and other users.~~

### **Evaluation and Metrics:**

The effectiveness of the policy will be determined by measuring the following:

- 1. Streamlined intake, vetting, and approval process.**
- 2. Feedback from approval bodies, supervisory personnel and employees involved with the replacement, implementation, or disposal of technology.**