



## **Computer Technology**

Approved: 91-173

Reviewed: 06-082

### ***REFERENCES***

#### ***RELATED FORMS/PROCEDURES/DOCUMENTS***

Board Policy - BP: 6-32 Acceptable Use Policy for Telecommunications

Administrative Procedure - AP:6-32 User Application for Internet Access through sites located within the Bruce-Grey Catholic District School Board

Board Policy - BP: 6-33 School, Student and Teacher Web Pages

#### ***POLICY STATEMENT***

The Board recognizes that, in keeping with technological changes in our society, it is committed to integrate computer-based technology into its instructional programme in order to provide an environment for students to reach their full potential and to integrate this technology into its administrative services in order to promote productive, creative and efficient staff effort.

#### ***POLICY REGULATIONS***

1. Board Computer Implementation Committee

The Computer Implementation Committee will be established to plan, manage and co-ordinate the implementation of computer technology across the system with the following membership:

- Superintendent of Business
- Superintendent of Education
- Supervisor of Business Services
- Technological Supervisor
- other Board support staff as needed

2. Computers Across The Curriculum

a) Computer Curriculum Council

A Computer Curriculum Council will be established to serve as a liaison between the schools and the Computer Implementation Committee and as a curriculum advisory group with the following membership:

- Superintendent of Education
- Computer Resource Teacher
- School Information Technology (IT) Site Co-ordinator

b) Planning and Implementation

System-wide plans will be developed to provide all students with equitable access and use of computers in a Catholic learning environment. Flexible, long-term plans, subject to periodic review and up-dates will focus on meeting the needs of learners and learning objectives in all divisions and curricular areas.

c) Responsibility

- i) The Computer Resource Teacher, under the direction of the Superintendent of Education will be responsible for the preparation and up-dating of the Board plan including proposed resources for professional development, curriculum integration and the acquisition of hardware and software according to system priorities.
- ii) The Principal of each school will be responsible for the preparation and up-dating of a school-based computer plan including proposals and priorities for school-based staff professional development, identification of hardware needs and identification of software needs.
- iii) With support from the Information Technology Site Co-ordinators, teachers are responsible for integrating computer technology into the learning process and working with the principal to develop a school-based computer plan.

d) Community Liaison

Parental and community involvement will be encouraged through strategies which emphasize the sharing of resources and to influence the growth and development of learners of all ages.

3. Hardware/Software

- a) Appropriate hardware and software will be acquired to meet identified learning objectives, the minimum requirements of the Ministry of Education and objectives articulated by the Board.
- b) System-wide plans will be developed to provide hardware and software for staff involved in administrative functions at the school and system level which will encourage efficiency and creative benefits in a cost effective manner.
- c) All hardware and software will meet the on-going needs of the school system with the intention to maintain them at current levels through regular and timely upgrades.

4. Training and In-Service

Staff training and in-service development will be provided to ensure effective computer use by staff in their respective roles.

5. Evaluation

Strategies will be developed to evaluate and assess the effectiveness of integrating computer-based technology at all levels of the school system. External consultants may be used on a periodic basis as needs arise to conduct needs assessments, evaluate and prepare recommendations.

6. School Facilities

Strategic planning and design of new facilities and the retro-fitting of existing facilities will focus on technology which meets current needs and can be adapted to on-going changes.

7. Funding

Subject to approval of the Board in the annual budget process, the Board, subject to its financial capability will:

- a) Provide allocations for provincial/federal initiatives in the area of computer technology.
- b) Identify, through long-term planning, costs which will be included in annual budgets and do not qualify for government grants.
- c) Publicize and make available on an annual basis an Employee Purchase Plan to encourage and support employees in the purchase of computer technology.

8. Board and School Computer Networks

Only Board owned or leased computers and peripherals may be connected to Local Area Networks.