



POLICY SECTION: Administration

SUB-SECTION:

POLICY NAME: Information and
Communication Technology
– Technology Standards

POLICY NO: A.34

Date Approved: April 4, 2012 – Board	Date of Next Review: February 2027	Dates of Amendments: February 17, 2022
Cross References: <ol style="list-style-type: none">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:

This policy and associated operational procedures apply to all employees (academic and business), students, trustees, stakeholders, and affiliates of the Board that are



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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.

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.
2. Align with current and developing technology standards for academic and business.



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3. Streamline processes for all types of technologies.
4. Stewardship of Board technology resources.
5. To ensure student safety, achievement, well-being, and privacy

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).
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



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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, 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.



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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.

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.

Evaluation and Metrics:

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

1. Streamlined intake, vetting, and approval process.



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2. Feedback from approval bodies, supervisory personnel and employees involved with the replacement, implementation, or disposal of technology.