

Living Sky School Division No. 202

Administrative Procedure (AP) Manual



Procedure Name: Technology Requests for Software, Hardware and Peripherals

Procedure Type:	Programs & Curriculum	Implementation Date:	JAN 1, 2006
Procedure Number:	6.20	Last Approval Date:	JAN 18, 2023
AP Owner:	IT Specialist	Last Reviewed:	DEC 3, 2024
Legal Reference(s):			

Background

This procedure establishes a purchasing framework to ensure hardware and software procured for schools will work on our network, be safe for staff and students to use, and supportable by the IT department.

Scope

This procedure applies to any staff member that is requesting hardware or software in Living Sky School Division (LSKYS) school.

Roles & Responsibilities

Principal

- To read and understand the procedure
- To approve purchases for their building
- To provide a budget number to charge purchases against, or have a designate to do so

IT personnel purchasing equipment

- To read and understand the procedure
- To provide a budget number to charge purchases against, or have a designate to do so

Procedures

1. Hardware

- a. Laptops, desktops, tablets, and Chromebooks are procured through a central tender with a one-year agreement. Orders can be placed through the Help Desk website <https://helpdesk.lskysd.ca> or an email to help.desk@lskysd.ca
- b. To ensure devices can be supported, the makes and models of laptops, desktops, tablets and Chromebooks are limited.
- c. School-based orders must come through the Help Desk.
- d. School-based purchases will be removed from the school at the end of the replacement cycle.
- e. Copiers are preferred to printers due to the low total cost of ownership. If additional printing capacity is required, a device can be delivered.
- f. Projectors or TVs can be ordered through the Help Desk website <https://helpdesk.lskysd.ca> or an email to help.desk@lskysd.ca. Schools may also take care of their own purchasing for these items.
- g. School mobile phones must be ordered through the help desk – <https://helpdesk.lskysd.ca>. Devices must be manually inventoried. The IT specialist or designate has the authority to sign SaskTel contracts.



- h. When planning to purchase other equipment or technology that connects to the wireless network, contact the IT Department through the help desk – <https://helpdesk.lskysd.ca> to ensure that the device will work on the network and is safe to use prior to purchase.

2. Software

- a. Web-based
 - i. A Privacy Impact Assessment must be done on the proposed software
 - ii. Software accessible from a web browser (Chrome, Safari, etc.) may be licensed within the terms of Procedure 4.37 – Responsible Use of Technology and does not require additional software or plugins to work properly (i.e. old versions of Java or Adobe Flash).
 - iii. Many web-based products support sign-in with Google or Microsoft integration. This method is highly encouraged. Any accounts should be created using a @lskysd.ca email address and students under the age of 18 should not be accepting terms of services.
- b. Tablets/Mac iOS
 - i. Free and paid apps may be purchased by submission of a help desk ticket at <https://helpdesk.lskysd.ca> and contain the following information:
 - Budget number for purchase (if paid app)
 - Serial numbers of the devices the app is to be installed on
 - Name of the app(s)
 - Apps are fine to use within the terms of Procedure 4.37 – Responsible Use of Technology with consideration for personal privacy protection.
- c. Windows Devices
 - i. All software is deployed via the Software Installer tool on the Windows Desktop.
 - ii. Additional software may be licensed by the school, provided the software passes compatibility testing. Software must comply within the terms of service and license agreements. Request via <https://helpdesk.lskysd.ca>.

Related

4.37 Responsible Use of Technology