

**JAMES BAY LOWLANDS  
SECONDARY SCHOOL BOARD**

<b>ADMINISTRATIVE PROCEDURE BUSINESS ADMINISTRATION: NO. 570</b>	
Effective	August 21, 2019
Last Revised	August 15, 2023

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**PROVISION OF COMPUTER TECHNOLOGY**

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**PURPOSE**

The James Bay Lowlands Secondary School Board recognizes the need to provide staff and students with the human and physical resources needed to promote and support the administrative and educational use of computer technology in all school curriculum areas and in the day-to-day operations of the Board.

**PROCEDURES****1. General Expectations**

- 1.1. This administrative procedure has been developed by system administrators of the James Bay Lowlands Secondary School Board to provide guidelines for the purchase and use of computer technology.
- 1.2. The Board endorses plans to purchase and maintain hardware and software which adhere to Ministry of Education directives and the guidelines set out in this administrative procedure.
- 1.3. The Board respects copyright legislation and licensing agreements.
- 1.4. Staff members who knowingly and willingly infringe on copyright legislation and licensing agreements will be held personally accountable for the illegality of this behavior.

**2. Use**

- 2.1. Staff members, students, and other users of Board computing facilities are expected to use software in a lawful manner in accordance with the laws of copyright and the software's specific license conditions.
- 2.2. Where the Board provides access to software, adequate steps will be taken to ensure persons using the software are made aware of the terms and conditions of use, as well as the pertinent provisions of this procedure and copyright legislation.

**3. Purchasing**

- 3.1. The Board standard for administrative and curriculum-related computer hardware is major name brands (e.g. Apple Macintosh Technologies; IBM; etc.).

- 3.2. Acquisitions of administrative and curriculum-related software follow the procedures as outlined in Administrative Procedure 515 Purchasing Procedures.
- 3.3. Acquisitions of non-standard technology must receive written prior approval from the finance and human resources administrator or supervisory officer, as applicable. Non-standard technology acquired without written prior approval will not be supported by the Board.
- 3.3.1. This Board "support" is defined as technical advice administered by Board staff, training financed by system funds, and repair and maintenance of computer technology financed by system funds.

#### **4. Licensing Agreements**

- 4.1. All computer software contains licensing agreements that specify the number of computer systems that the software can be loaded on. There are two (2) types of agreements: Single User License and Site License.
- 4.1.1. Single User License agreements specify that the computer software is licensed for a single user computer system and cannot be copied and loaded on other systems.
- 4.1.2. Site License agreements specify that the computer software is licensed for a restricted number of computers and can be loaded on the number of systems as designated by the licensing agreement.
- 4.2. It is the responsibility of staff members to understand the type of licensing agreement that governs their software before it is loaded on the computer system. Failure to comply with the licensing agreement is illegal.
- 4.3. It is the responsibility of the school and departments to keep a permanent record containing proof of purchase and license rights for all software inventories in use.

#### **REFERENCE DOCUMENTS**

##### **Legal:**

*Education Act, Section 169.1 Duties and Powers of Boards: Promote student achievement and well-being*

*Education Act, Section 265 Duties of Principal: Care of Pupils and Property*

*Education Act, Section 286 Duties of Supervisory Officers: Supervise business functions*

##### **Board:**

Board Policy GOV-25 Financial Stewardship: Budget Process

Administrative Procedure 185 Staff and Student Use of the Internet

Administrative Procedure 189 Copyright

Administrative Procedure 515 Purchasing Procedures