

Toronto District School Board

Operational Procedure PR610

Title: **DISPOSITION OF DEVICES AND ACCESS** (for school administrators)

Adopted: October 6, 2010

Revised:

Reviewed: April 2012, **October 2012**

Authorization: Administrative Council

1.0 OBJECTIVE

To provide school principals and vice-principals with a process for the disposition of computer hardware and software and electronic communication devices and access to school drives and data.

2.0 RESPONSIBILITY

Director of Education

3.0 DEFINITIONS

Hardware is a comprehensive term for all of the physical parts of a computer such as the hard drive (controller unit), monitor, keyboard, mouse, audio speakers, printers and scanners as well as cables, connectors and power supply units.

Software is a general term for the programs used to operate computers and related devices to accomplish specific tasks such as e-mail, word processing, spreadsheets, etc.. Examples of software used at the Board include Microsoft Office, Trillium and SAP applications.

Cell Phones are wireless phones used for mobile telephone calls and text messages.

BlackBerrys are wireless phones with internet capabilities so users can access their e-mail messages.

Data Access refers to software and activities related to storing, retrieving, or acting on data housed in a Board database or other repository such as home and/or shared drives.

4.0 PROCEDURES

4.1. Hardware

- (a) All hardware purchased by the school or donated to the school is retained at the school, i.e. desktops, local printers, scanner, external devices.
- (b) *Exception:* Assistive devices purchased specifically for the user will be retained by the user.
- (c) *In-coming Staff:* If the user requires additional equipment, i.e. similar to what they had at their previous location, the purchase must be negotiated at the destination school or at the discretion of the Superintendent.
- (d) *Leave of Absence:* Dependent on the length of the leave, it is up to the discretion of the Superintendent whether the hardware is retained or returned to the site or left with the user.

4.2. Software

- (a) All software purchased by the school or donated to the school is retained as part of the schools' equipment.
- (b) *In-coming Staff:* If the user requires additional licensed software similar to what they had at the previous location, they must purchase it if the new site does not already have licenses available (i.e. Markbook).
- (c) For all other supported software not contained in the standard educational image (i.e. OSAPAC), the user must contact the Enterprise Help Desk for installation.

4.3. BlackBerry, Cellphones

- (a) The BlackBerry policy outlining criteria for a person to be allocated a BlackBerry or cellphone must be adhered to. Any exception to these criteria will be at the discretion of the Superintendent.
- (b) *Incoming Lateral:* The unit moves with the user for hygienic reasons and the phone number is retained. The budget cost centre in SAP must be transferred to destination site.
- (c) *Incoming from position without a unit to a position that meets the criteria:* For all net new positions, a new unit must be ordered; otherwise a clean/reallocated unit is required from Telecom.

- (d) *Outgoing from a position with a unit to a position that does not meet the criteria:* The unit is returned to Telecom to clean/reallocate. If the position is still open the site will arrange for a replacement unit. Phone number may be retained. If the position has been eliminated, the site must cancel the service through Telecom or they will continue to be billed.
- (e) *Leave of Absence, Supply Replacement:* Dependent on the length of the leave it is up to the discretion of the Superintendent as to whether the unit is returned to Telecom, service cancelled and SAP notified, or the unit is returned to Telecom to be cleaned and a re-allocated unit ordered for the supply replacement.

4.4. Data Access

- (a) *Incoming, Outgoing:* For summer moves only, users will have access to their old school drives until August 31st. For moves occurring during the school year, data access to the old site will be cancelled on the effective date. To access data at either the old site or at the destination site, the user must contact the Enterprise Help Desk and will be required to get written authorization from the Principal at the old site or destination site.

Access granted will be to the school data, confidential folder, Academic Workspace and Local Administration System. SIS and SAP access will only be granted on the effective start date.

- (b) *Retirements, Resignations, Leaves:* See GE27 Employee Services Protocol - Computer Access for Non-Active Employees (noted below as reference document).

5.0 REFERENCE DOCUMENTS

Operational Procedure, PR656, Employee Equipment Checklist

Form 656A, Equipment Checklist

GE27, Computer Access for Non-active Employees (Employee Services Protocol)