

ADMINISTRATIVE PROCEDURE

General Administration

Technology Purchasing

GEN #04

Revised: October 2023

Background

Christ the Redeemer Catholic Schools (CTR) provides software and technology resources to schools. Occasionally, schools obtain funds through donation or fundraising activities which they may wish to spend on technology for their school. Schools may also choose to use their own operating funds on technology. Several factors must be considered when purchasing technology, including privacy, security, compatibility, and network infrastructure, availability of network connections, suitability of the hardware/software for the task for which it is being purchased, the level of support required from the Technology Department, and the total cost of ownership to name just a few. To develop and support technology in the Division, a degree of standardization is necessary.

Procedures

1. The implementation of all technology hardware/software must be submitted for approval by the Principal to the System Advisory Committee.
2. The Technology Department is to act as the purchasing agent for all hardware/software to ensure procurement agreements are adhered to and to ensure that proper warranty and licensing records are maintained.
3. The installation of any software must be done in consultation with the Technology Department.
4. Requested software will not be installed until the System Advisory Committee has evaluated the software for security, privacy, compatibility, sustainability, and licensing.