

ADMINISTRATIVE PROCEDURE

General Administration

Software Acquisition

GEN #21

Reviewed: February 2025

Background

It is the objective of the Christ the Redeemer (CTR) Catholic School Division's Technology Department to enable staff and students the ability to perform their computing tasks while protecting district information and resources from unnecessary risks. The division must be good stewards of our resources and ensure unnecessary redundancies in software do not exist.

Through this policy, the division will follow recommendations by the Office of the Information and Privacy Commissioner of Alberta through its "Resolution on E-Learning Platforms" to improve digital literacy and promote privacy rights in the use of e-learning platforms and tools in the classroom.

Definitions

Software: refers to software and websites that perform specific tasks for the user. They may or may not require software to be installed on the electronic device (computers, phones, applications, and tablets).

Student Data: refers to any information that educators, schools, districts, and provincial agencies collect from students, including personal information (name, student number, and unique identifiers), enrollment information, academic information and various other forms of data collected and used by educators and educational institutions.

User: Staff member, student or parent who may use the programs supplied by CTR Catholic.

Systems Advisory Committee: refers to members of CTR Catholic who are designated by the Superintendent to review and evaluate new and existing programs and software and make recommendations for implementation or change.

Procedures

1. Request for Software Use or Installation
 - 1.1. A user may recommend that a program or application software be utilized to support instruction or information management at a school site or district wide. In order to properly evaluate the application and appropriateness of the recommended program software, a request must be submitted through the school's principal to the Coordinator of Technology and approved by the Superintendent, or designate, in consultation with other members of Senior Administration.
2. Evaluation And Testing of Program Software
 - 2.1. The CTR Systems Advisory Committee will evaluate the software in consultation with appropriate and affected parties. During the program software evaluation process, it will be determined if the program software will meet the desired outcomes and if existing program applications are available that can meet those needs. Testing and deployment will determine potential curriculum and cost implications while ensuring security measures are in place to protect and safeguard student data. The Technology Department will test the program software for compatibility within the existing network. Division approved software will be reviewed periodically to determine the efficacy of the objectives and to ascertain whether or not the program goals are being achieved and student data is protected.

3. Purchasing of the Program Software

- 3.1. Once testing of the software is complete and it is approved for use, a purchasing decision will be considered based on curricular needs for either a specific school site application or for use division wide.
 - 3.1.1. If the software is approved for purchase at a school site only, it shall be the responsibility of the school site to support the purchase through its school-based budget.
 - 3.1.2. If the software is to be purchased for division wide network use, the Superintendent or designate will determine whether funds are available for the purchase.
 - 3.1.3. All purchases shall follow Administrative Procedure [BUS #10, Procurement Process](#).

4. Deployment/Communication

- 4.1. If the software is purchased, the Technology Department will complete the software installation. If the exporting of student data is required, it will only be performed by the division's Technology Department.
- 4.2. If student data is shared, parents must be notified of the division-approved software and a permission form will be sent by the teacher through the Parent Portal.
- 4.3. Staff shall be provided with a list of evaluated and division-approved software.

References: Alberta Education Student Record Regulation 166/2018
 PASI Usage Agreement Update Appendix A
 Office of the Information and Privacy Commissioner of Alberta
 Freedom of Information and Protection of Privacy Act