

ADMINISTRATIVE PROCEDURE

Business Administration

Technology Planning Process

BUS #14

Revised: February 2023

Background

The Board's [Budgeting Policy](#) indicates administration is to ensure adequate resources are directed toward key Board outcomes.

Procedures

1. The information technology department (IT) is responsible for all of the technology requirements of the district and manages the division's Evergreening Cycle, which is below:
 - a) Computers and equipment for faculty and staff will be replaced on a five-to-ten-year refresh cycle dependent upon the type of asset.
 - b) Computers and equipment at or beyond five-to-ten years old may not be serviced or supported by IT.
 - c) Computers and equipment less than five-to-ten years old are returned to IT to be reset and redeployed to other users for the remaining useful life of the asset.
2. As funds are approved and become available, IT will purchase prioritized items and arrange for delivery, installation, and training (if required) at mutually agreed upon times.
3. The process of purchasing, delivery, and installation could begin as early as the spring of the current school year. If budgets are uncertain or unavailable, the process of implementation could begin after the student count has been determined at the end of September.
4. Any technology requirements identified by school administrators outside of the division's Evergreening Cycle shall be provided to IT for consideration and approval.