

Purpose/Background

Computers/devices are provided for educational and work activities only. If misused, this privilege will be revoked.

Procedures

1. RVS computers/devices may be made available to permanent/contract employees whose position/job requires the use of computers /devices.
2. Requests for computers/devices are to be made to the respective supervisor and budgeted through individual department accounts. Teacher laptops will be provided through the Technology for Learning Branch.
3. All computers/devices will be identified with 'Rocky View Schools' labels upon purchase and the serial number and model number will be recorded in Education Centre asset inventory.
4. Use of all computers/devices must comply with AP140 Responsible Technology Use Agreement Procedure.
5. Users must not independently repair, reconfigure, or modify a RVS computer/device, rather contact a school or system technology department employee with expertise.
6. All computer software must comply with the AP190 Copyright Procedure.
7. A standardized selection of software will be installed before computers/devices are distributed to employees and will be updated as new software is required.
8. File storage on hard drives is discouraged. All RVS files are to be stored on a RVS network drive.
9. Users are responsible for the security and back up of files.
10. Users must ensure no program viruses become resident on the computer/device. Virus detection software is provided and is always to be run with automatic updates enabled.
11. The purchase of computers/devices must be approved through the Director of Technology for Learning.

Resources:

- Section 31, 32, 33, 52, 53, 196, 197, 222 Education Act
- RVS AF147-A Agreement for Staff Use of RVS Devices On & Off Division Property
- RVS AF147-B Devices for Staff Use
- RVS AF147-C Hardware Incident Report