



ADMINISTRATIVE PROCEDURES

SUBJECT: Computer Purchase, Support and Replacement

The Lambton Kent District School Board (LKDSB) places great value in the role of technology to facilitate education. Accordingly, computer devices are provided to schools and staff for both instructional and administrative purposes. These procedures detail how those computer devices are provided, supported and replaced. They apply to all administrative and classroom computers, but do not apply to Special Education Special Equipment Amount (SEA) devices.

Computer devices as described in these procedures may be either:

- Desktop computers.
- Laptop computers.
- Netbook computers.
- Tablet computers.

Administrative Computers.

Administrative computers are supported, maintained and replaced by the Information Technology (IT) Department, and do not fall within a school's classroom allocation. The budget for replacing administrative computers is held centrally. Administrative computers are generally replaced on a life cycle of four years or when there is a requirement to upgrade to current technology. The following computers are considered administrative:

- Principal and Vice-Principal computers/laptops
- School Secretarial/Office computers
- Custodial computers
- Board Office staff

Classroom Computers

Classroom computers are provided to each school for instructional purposes. Classroom computers may be either:

- Board Provided. These computers are provided centrally by the IT Department to each school based on the allotment formula provided below. IT pays for the provision, maintenance and replacement of these computers.
- School Provided. These computers are provided from within school funds (e.g. from the school's capital funds or from fundraising activities such as booster clubs). IT will install and maintain these computers, but will not fund their replacement – this must be planned within school budgets.
- Other. Some computer equipment may be provided using grants or under special programs or projects. The manager of these programs must inform IT before the equipment is purchased in order to receive IT support and also for the equipment to be allowed to be connected to the

computer network. Ideally these will be purchased using the IT Computer Purchase form and will be standard equipment from our vendor of record. In all other ways these computers are supported and maintained as school provided computers – i.e. IT will support them through their life, but will not fund replacement, will not replace them early if they fail, and they must be removed at the standard end-of-life at 6 years.

Classroom computers may be referred to as supported or unsupported:

- Supported Computers. These computers are installed and supported by the IT Department. They are purchased either by the Board, by the school, or by other means such as grants/ special projects.
- Unsupported Computers. These end-of-life or donated computers are not supported by IT, nor may they be connected to the IT computer network. Commonly, these computers fulfill a specialized role and are approved to remain on-site on a case by case basis by Manager of Information Technology.

Donated Computers

Sometimes computers may be provided by a company or by a benefactor.

- If funding is provided by a donation, then the computers are purchased through the Board Vendor of Record and the computers fall into the 'other' category above. These computers are supported and the school must fund the replacement.
- When computer hardware is donated, the Principal must contact the Manager of Information Technology to provide details of the devices before they are used. Normally these machines would be unsupported and would not be allowed to connect to the board wired network.

School Allocation Formulas

Each school is allocated a calculated number of Board-provided classroom computers. The IT Department will support, maintain and replace these computers.

Secondary School Allocation:

- A base of 30 computers
- Plus 1 computer for every 5 students

Elementary School Allocation:

- A base of 30 computers
- Plus 2 computers for every class
- Plus 1 computer for every self-contained class
- Plus 1 computer for every library
- Plus 1 computer for Special Education resource

Standardized Computer Equipment Purchases and Vendor of Record

The IT and Purchasing Departments will review technical requirements and set standardized models on an annual basis for all computer types via the Request for Proposal (RFP)/Purchasing process and in accordance with Broader Public Sector (BPS) requirements. All standard classroom computers must be purchased in line with the makes/ models available through the RFP process from the Board Vendor of Record. Exceptions to this must be approved by Manager of Information

Technology, and will only be allowed in exceptional circumstances where there is a strong and documented educational need or business case.

All computer purchases must be made through the Purchasing Department. Computers must not be purchased using Purchasing Cards.

Replacement Cycle

Subject to available funding, all Board-provided classroom computers will have a 6 year life (from date of manufacture), and will be replaced in their 6th year by IT during the annual computer replacement process. Computers that fail or are beyond reasonable repair will be replaced by the Board before the end of life subject to available funds (for example, netbooks and tablets may need to be replaced earlier than 6 years).

All school-provided computers will also have a 6-year life (from date of manufacture) and schools will be expected to manage their funding based on this replacement cycle. If schools do not have funding to replace their computers in year 6 of their life, they will be removed by IT and not replaced, or may be designated unsupported (with approval from Manager of Information Technology on a case by case basis). School-provided computers that fail or are beyond reasonable repair earlier than year 6 will require school funding for replacement. IT will provide schools with a spreadsheet each year that lists their school-provided computers and their expected year of replacement.

Schools will be expected to fund the replacement of computers purchased via other means (eg through grants or special projects/ programs). If schools do not have sufficient internal funding, they will be expected to contact the project/ program manager to secure funding for the devices' replacement. If funding is not secured, then these devices will normally be removed at the end of their life (6 years).

Retention of Computers at End-Of-Life – Unsupported Computers

Once they reach end-of-life, all classroom computers must be removed from the network and disposed. IT will plan for removing all end-of-life computers as part of the annual replacement process. If a school requests a computer be retained as unsupported, the following applies:

- The Principal must receive permission from the Manager of Information Technology to keep any unsupported computers. The Principal must provide, in writing, a strong business case for the outdated computer to remain within the school.
- The computer must be removed from the network (no Internet connection, e-mail nor connectivity to the school's fileserver)
- The computer must be reformatted, but the original base operating system may be reinstalled, together with any properly licensed software that is required by the school.
- The computer must be clearly stamped UNSUPPORTED
- The computer will be removed from the inventory system
- The computer will not be supported or maintained by the IT Department in any manner.
- The school assumes full responsibility and liability for the computer
- The school will be responsible for disposing of the computer once it is no longer required, ensuring that no confidential information remains on the hard disk.

Computer Purchase Form

Schools and Board Departments must use the IT Capital Purchase form to purchase any computers outside of the annual classroom replacement process. The Form is located on the LKDSB Portal and is updated as models/ prices change.

Installation of Computer Equipment

All staff are reminded that it is against the Board Acceptable Use of Technology Policy to allow any other computers into the school for administrative/ instructional use, and/or to allow any other computers to be connected to the computer network without first obtaining permission from the IT Department. The exception to this policy being use of the guest wireless network (LKDSBGuest), whereby any user may connect to the internet with any device as a guest.

Implementation Date: June 4, 2013

Reference: Acceptable Use of Technology Policy and Regs.
Purchasing of Goods and Services Policy and Regs.