

Living Sky School Division No. 202

Administrative Procedure (AP) Manual



Procedure Name: Mobile Technology			
Procedure Type:	Programs and Curriculum	Implementation Date:	JAN. 1, 2006
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Legal Reference(s):		Last Reviewed:	DEC. 12, 2022

Background

Access to technology is given so users can experiment, learn and become proficient users building confidence to teach and learn with technology. At the same time, access must be managed to ensure services to other users are not disrupted. The procedure outlined here acknowledges both the importance of access for users as well as the need to protect the Division infrastructure.

Scope

This procedure applies to all staff and student mobile devices.

Definitions

Mobile Device - refers to a laptop, Chromebook, cell phone, or tablet.

Personal Device - refers to a laptop, Chromebook, cell phone, or tablet that a user has personally purchased.

User - refers to any staff, student, or guest accessing Living Sky networks.

Roles & Responsibilities

All Users

- To read and understand this procedure and follow its guidelines

Procedures

1. Division mobile devices issued to staff

- a. All mobile devices issued to staff will be configured for maximum versatility, mobility and availability, without compromising security. Staff members will be able to do the following:
 - i. download approved applications;
 - ii. use the computer at Central Services and at any school in the Division; and
 - iii. use the laptop over the summer and other holidays.
- b. Staff members will not do the following:
 - i. share files in violation of copyright laws; and
 - ii. access or download inappropriate content as outlined in 4.37 Responsible Use of Technology.
- c. Staff members will do the following:
 - i. keep the machine free of viruses;
 - ii. contact the Information Technology (IT) Team through the Help Desk when issues occur; and
 - iii. return the mobile device to the IT Team for general maintenance when requested.



2. Personal Devices

- a. Users wanting to utilize their personal devices in a Division facility are required to log into the Living Sky Public Web Auth network, using their LSKYSD account or a guest account, if not a current staff or student of Living Sky School Division
- b. When using a personal device on LSKYSD networks, the user will not
 - i. share files in violation of copyright laws; or
 - ii. access or download inappropriate content as outlined in 4.37 Responsible Use of Technology.

3. IT Reservation

- a. The IT Team reserves the right to prevent a personal device from accessing the network if it is suspected the user is abusing the network or the personal device is suspected of having a virus or other malicious software on it.

Related

4.37 Responsible Use of Technology