

SCHOOL ELECTRONIC DEVICE ALLOCATION

Background

The procedure exists to ensure electronic devices and classroom displays are equitably accessible in all Division schools.

Procedures

1. Student Electronic Devices

- 1.1 The Division will ensure each school has enough available in life Chromebooks or Windows laptops available to assign one to each student in grades 1-12 and one for every two students enrolled in ECS. Two percent of the total will be allocated as spare devices.
- 1.2 The allocation formula is as follows and is rounded up: $(\text{Grade 1-12 Enrollment} + (\text{ECS Enrollment} \times 50\%)) \times 102\%$
- 1.3 All new student devices procured using allocation funds will be touchscreen 2-in-1 Chromebooks. In life, Windows laptops may be maintained until they are end of life, at which time they will be replaced with Chromebooks.
- 1.4 The Peace Regional Outreach Campus, Fairview and Area Learning Store, Lloyd Garrison School, and Colony school's needs will be assessed individually due to the nature of their operations.
- 1.5 At the start of each school year, Technology Services will access the needs of all the schools in regard to student devices based on enrollment. They will then procure new devices and move devices between schools as needed. The Director of Technology Services will decide which devices are to be retired based on available end-of-life dates, age, and condition.
- 1.6 Charging carts are the responsibility of the school to purchase. Technology Services will provide options and pricing on request.

2. Staff Devices

- 2.1 Beginning in 2022-23 and expected to take four years, schools will be transitioned to mobile technology as their primary staff device.

- 2.2 Instructors, Administrators, Office Managers, and Information Specialists will have the choice between a Windows laptop or a premium Chromebook with a bag.
 - 2.3 Extra laptops will be provided for shared use by other staff, including EAs, Subs, etc., and to have on hand as spares.
 - 2.4 The allocation formula is as follows and is rounded up:
 $((\text{Instructors})+(\text{Administrators})+(\text{Office Managers})+(\text{Information Specialist})) \times 125\%$
 - 2.5 If a school has Windows laptops or premium Chromebooks assigned to staff, and these devices are still in life, the count will be subtracted from the device allocation during the initial transition. However, schools will have the option to move the devices into their student device pool and be accounted for during that allocation.
 - 2.6 All desktop computers will be retired when the school is transitioned. The Director of Technology Services may approve an existing desktop computer to remain if it fills a specific need. For example, a library circulation station. As we advance, if a new desktop computer is needed to fill a specific school function, it can be purchased by the school through Technology Services and will be supported.
 - 2.7 Where a permanent workstation is required, a laptop dock will be provided. This allows for school-supplied dual monitors, keyboards, mice, and other peripherals to be used with the mobile device
3. Learning Spaces
 - 3.1 As the school is transitioned to mobile staff devices, their classroom technology will also be transitioned as follows.
 - 3.2 Classroom with Projectors
 - 3.2.1 All classroom projectors and projector-based Smart Boards will be removed. The equipment will be used for parts to maintain schools that have not yet been transitioned.
 - 3.2.2 The room will get a non-touch 70" TV on a mobile cart. The instructor can place it anywhere with a power outlet. No other connections are needed. The cart will have a Blu-ray Player, a Chromecast, a webcam, a speaker mic, and an HDMI cable.
 - 3.2.3 A pen display that acts as a secondary monitor will be provided for the instructor's desk.
 - 3.3 If a learning space has an existing touchscreen TV installed, no changes would be made to the display; however, a laptop dock would be installed to allow connection to the TV and monitors.

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- 3.4 If an existing classroom projector or touchscreen TV fails, and there is no other large display in the room, it will be replaced with a non-interactive TV.

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