

**CODE:** DKA.AR

**EFFECTIVE DATE:** (29-01-2020)

**TOPIC:** Division Technology Specifications

**ISSUE DATE:** (29-01-2020)

**REVIEW YEAR:** (2010)

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## REGULATION

### A. DEFINITION

**Division Technology** specifications define the hardware and software products, procedures, processes and controls necessary for Division schools and central services departments to follow to ensure that legal requirements and Division needs are met.

### B. REQUIREMENTS

All Division schools and central services departments shall follow the specifications listed below when acquiring, developing, maintaining, using, upgrading and disposing of hardware, software, data communications and related technologies:

1. Security of Division Technology
  - 2A - Computer Equipment Re-Use and Disposal
  - 2B - Connecting to Division Networks (LAN and WAN)
  - 2C - Access to Division Systems by External Organizations
2. Infrastructure
  - 3A - Computer Workstations for Staff
  - 3B - Division Wide Area Network (WAN)
  - 3C - Computer Workstations for Students
  - 3D - School Server Configuration
  - 3E - School File Server Hardware
  - 3F - Interactive Whiteboards (Smart Boards)
3. Applications
  - 4A - Microsoft Office Suite
  - 4B - Library Automation
  - 4C - Student Information System
  - 4D - Division Applications Programmer Support
  - 4E - Application Systems Documentation and Testing
4. Effective/Efficient/Appropriate use of Technology
  - 5A - Technology Use Guideline

### C. RATIONALE

Division-wide practices shall be established where required to protect the access, availability, integrity and confidentiality of Division information systems. It is more efficient and cost-effective when common technologies, applications and processes are used across the Division.

#### D. PROCESS

- Division technology, in consultation with stakeholders, shall develop specifications as required.
- Specifications shall be approved by the Superintendent of Schools.
- Division technology shall maintain and communicate changes to approved specifications.
- The Division shall only support technology processes, hardware, software, and related technologies that meet the specifications.
- Division technology specifications shall be communicated using the Division technology website and other Division communication vehicles.

#### REFERENCES

CW.AR - Purchasing and Disposal

DK.BP - Division Technology

DK.AR - Division Technology Standards

DKB.AR - Appropriate Use of Division Technology

Division Technology Specifications and Guidelines