



AP I11 Device Assignment for Teachers

Legislative References: *School Act*, Section 85

Policy Reference: None

Collective Agreement References: GITA Article D.2.6

Date: January 20, 2025

This administrative practice is intended to establish clear guidelines for the assignment, use, and management of devices provided to teachers within School District 64, ensuring that all devices are used responsibly and effectively to support educational activities.

Acceptable use of District technology resources, including the devices provided to teachers, is established in [Administrative Practice AP I8 Acceptable Use of Technology](#).

1. Device Assignment

- 1.1. All teachers in an active teaching position within School District 64 are eligible to receive a District-owned device.
- 1.2. Teachers can choose between a Lenovo 11.6-inch 2-in-1 device or an Apple iPad, based on their preference and teaching needs.

2. Reporting Damages

- 2.1. In the event of any damage to the device, teachers are required to contact the IT help desk immediately to report the issue.
- 2.2. The IT department will provide necessary support and arrange for repairs or replacements as needed.

3. Return of Devices

- 3.1. Teachers who leave their teaching position within the District must return their assigned device to their Principal/supervisor on their last day of work, unless otherwise agreed to.
 - 3.1.1. Once returned, the device will be reset and information and files previously saved to the device will be lost. If a teacher wishes to retain files or other information from their device, it is their responsibility to back up the data prior to returning the device.



3.2. Devices should be returned in good working condition, with any issues or damages reported beforehand.

3.3. Teachers will be notified of their device approaching its End-of-Life. The District will make best effort to replace a device that is at End-of-Life.

4. Ownership and Transfer

4.1. All devices assigned to teachers remain the property of School District 64.

4.2. If a teacher moves to a different position within the District, the assigned device may move with them to their new role.

4.3. A device may be recalled by the District at any time and without notice, for the purpose of updates and/or maintenance. Teachers who will be returning to a position in the district may otherwise keep the device with them during scheduled breaks.

5. Software Use

5.1. Teachers are only permitted to install and use software that has been approved by School District 64 on their assigned devices.

5.2. Any requests for additional software must be submitted to and approved by the IT department. Teachers will follow the steps outlined in AP I7 Approval of Software and Apps to request new applications/software.

6. Responsibilities

6.1. Principals/Vice-Principals

- 6.1.1. Request device for new teachers as needed.
- 6.1.2. Orient teachers regarding Acceptable Use (API8).
- 6.1.3. Collect device(s) at the end of a teacher's position within the district and return the device(s) to the IT department.

6.2. Teachers

- 6.2.1. Use the device responsibly and in accordance with District policies and administrative practices.
- 6.2.2. Save/back-up information on their assigned device regularly to safeguard against loss.
- 6.2.3. Report any issues or damages promptly to the IT help desk.



6.3. IT Department

- 6.3.1. Provide technical support and maintenance for the devices.
- 6.3.2. Manage the assignment and return process of devices.
- 6.3.3. Ensure that all devices are equipped with approved software and are functioning properly.