Technology Evergreening Strategic Plan
AP 80-15

The Director of Information Technology Services, in consultation with School Principals, will develop minimum standards for technology resources for all schools in the Division, as well as the implementation schedule for the replacement of technology resources.

In order to achieve cost efficiencies and to adequately support technology resources, standards will be based on common platforms. Evergreening plans will also take into account security and auditing best practices to ensure safe and caring schools from a technology perspective.

To this end, the following guidelines are used:

- Mobile devices (laptops, netbooks, Chromebooks, cell phones, etc.) should be replaced every three (3) years
- Desktop computers, printers and similar devices should be replaced every five (5) years

The Director of Information Technology Services will maintain a five (5) year implementation schedule for replacement of technology resources.

Schools may choose to increase the minimum standard for their school (e.g. purchase additional SMARTBoards).

Schools will determine the source of funding for replacement technology resources. Options include:
- Regular operating budget
- Donations
- Technology Operating Reserve – beginning April 2008, the Division established Technology Operating Reserves for each school. Schools can choose to transfer some of their school's operating reserve to the Technology Operating Reserve.

Schools can choose a combination of the above.

Procedure for Schools

1. The Director of Information Technology Services will maintain a five (5) year schedule, by school, for technology resources, complete with estimated costs. Estimated costs will be further broken down into annual amounts in order for schools to include a sustainable amount for technology in their budgets.

2. Each school will have a Technology Operating Reserve (TOR). The purpose of the reserve is to provide schools with a mechanism to save funds for their technology purchases.

Schools can choose to transfer funds from their regular operating reserve to their Technology Operating Reserve by emailing the Secretary Treasurer.

If schools have a surplus in their operating funds at the end of a year (e.g. as a result of a co-op

pool dividend), they can choose to designate some, or all, of the surplus to their Technology Operating Reserve.

Procedure for Schools receiving technology resources in the ensuing school year

1. Schools will budget the total estimated cost of the technology purchase, using the line under regular instructional expenses entitled "Technology Resources". When the purchase is made it will be charged to regular instruction expenses – Technology Resources (object code 752).

2. Schools will budget the difference between the total estimated cost and the annual cost, using the line under general revenue titled "Transfers from Technology Operating Reserve".

Procedure for Schools not receiving technology resources in the ensuing school year

1. Schools will budget the annual estimated cost, using the line under general expenses titled "Transfer to Technology Operating Reserve".

Example

A school is scheduled to have its technology resources replaced in the 2015-2016 school year at an estimated cost of $100,000. The annual cost is $20,000 ($100,000/5 years).

The School will budget the following for 2015-2016:
- Regular Instructional Expenses – Technology Resources $100,000
- General Revenue – Transfers from Technology Operating Reserve $ 80,000

For each of the next four (4) years, the school will budget $20,000/year under General Expenses
- Transfer to Technology Operating Reserve. Net cost to school - 20,000/year.

It is recognized that some schools may have an accumulated debt in their Technology Operating Reserve depending on when they are scheduled to have their resources replaced. However, by building an annual amount into their budgets each year, it is expected that the amount of accumulated debt will be reduced over time.

Network and Server Evergreen

From a Division perspective, there is also a need to maintain the core infrastructure that is shared by all schools and support units. This includes wires, network gear, server and power backup devices which provide the backbone for connectivity that is integral to 21st century learning as well as business activities. This equipment needs to be modernized regularly to meet the rising demands for bandwidth and hardware resource capacity. This is imperative to making sure that the Division has a reliable and efficient technical infrastructure.

To this end, the following replacement guidelines are used:
- Standalone servers replaced on a three (3) year cycle
- Network gear replaced on a five (5) year cycle
   - This includes wireless access points and related hardware
   - Also includes firewalls, traffic shapers and other specialized network equipment as

well as switch, routers, etc.
- Uninterrupted Power Supplies (UPS) hardware replaced on a six (6) year cycle. Batteries on a three (3) year cycle.
- Wiring upgraded on a ten (10) year cycle or as needed to support new network hardware bandwidth capacity.

To maintain this level, the Director of Information Technology Services in coordination with the infrastructure team, will maintain a multiyear plan and related budget to replace Division equipment. This will be drawn from the coop pool as a shared resource for those who contribute to that plan. Other organizational units will contribute separately where applicable.

Reference

AP 30-21 Operating and Capital Reserves