

Technology Approval Process

Adopted under the Privacy Policy

1.0 Objective

- 1.1 This procedure for the Technology Approval Process (the “TAP Procedure”) establishes a system-wide direction for the approval of education and corporate technologies, including hardware and software, at the Durham District School Board (the “Board”).
- 1.2 The TAP Procedure will promote the stability of our technology investment and facilitate the following:
 - 1.2.1 Technology alignment with curriculum and corporate expectations.
 - 1.2.2 Support for curriculum integration.
 - 1.2.3 Economies of scale for volume purchases.
 - 1.2.4 Central support and maintenance of programs.
 - 1.2.5 Appropriate considerations for privacy and security of technologies.
 - 1.2.6 Computer hardware and software compatibility.
 - 1.2.7 Health and safety compliance.
- 1.3 The TAP Procedure is to be interpreted and applied in accordance with the Board’s commitment to promoting and upholding Indigenous rights and human rights in its learning and working environments. This includes anti-colonial, anti-discriminatory and anti-racist approaches and actions to provide services and employment that are safe, welcoming, respectful, inclusive, equitable, accessible and free from discrimination and harassment consistent with the DDSB’s *Indigenous Education Policy, Human Rights, Anti-Discrimination and Anti-Racism Policy, Safe and Respectful Workplace and Harassment Prevention Policy* and related procedures.

2.0 Definitions

In this procedure,

- 2.1 “**Corporate Software**” means software used by Board employees as business applications.
- 2.2 “**Educational Software**” means software used by Board employees and students to support student achievement. Examples include (but are not limited to) software that supports specific curriculum expectations, office productivity suite, user interface, student evaluation, and data warehousing.
- 2.3 “**General Software**” means software used by Board employees to enhance/enable the functionality of computer resources. Examples include (but are not limited to) drivers, compression utilities, plug-ins, players/viewers, readers, and network management.

3.0 Software and Hardware

- 3.1 **Software.** Only Board-approved software will be installed on Board computers.
 - 3.1.1 Requests for approval of computer software or iOS/Android applications, or web-based applications for school use will be reviewed by Innovative Education and IT Services on an as needed basis.
 - 3.1.2 Innovative Education will review Educational Software to determine its impact on users in a school environment.
 - 3.1.3 IT Services will ensure all Board-approved software meets the specifications of the Board’s computer technology standards and does not adversely affect the functionality of any other Board-approved software or hardware.
- 3.2 **Hardware.** Any hardware that attaches to internal Board resources (network, computers, etc.) must be under this Procedure along with any software associated with that hardware.

4.0 Requests and Approvals of Technology

- 4.1 A [Request for Approval of Educational Technologies](#) (“Request”) must be submitted to determine whether the technology can be added to the DDSB list of approved technologies (the “Approved Technologies List”). A request for submission must meet one of the following 3 assessment guides:
 - 4.1.1 The technology allows you to sign on with your DDSB credentials;
 - 4.1.2 The technology must be installed onto a DDSB device to be used; or
 - 4.1.3 The technology must be purchased.
- 4.2 Before submitting a Request, consult the [Approved Technologies List](#) to determine if the technology and use has been previously approved.
- 4.3 To be added to the Approved Technologies List, Requests must receive approvals as follows:
 - 4.3.1 Software for educational settings: IT Security and Innovative Education.
 - 4.3.2 Hardware for educational settings: IT Security Health and Safety and Innovative Education.

4.3.3 Software for business: Manager, Application and Development and IT Security.

4.3.4 Hardware for business: Manager, Application and Development, IT Security, Health and Safety.

4.4 **Principals.** Requests for Educational software and hardware should be discussed with the Principal before submission. Principals should consider the following with respect to the Request:

4.4.1 School need: how it supports the curriculum and the *School Improvement Plan for Student Achievement and Well-Being*; and

4.4.2 School budget.

4.5 **Educational Approval (for educational setting use).** Requests for Educational Software will be forwarded to Innovative Education for approval before IT Services conducts its evaluation. Innovative Education Facilitators and/or Innovative Education Facilitators-Advanced Technology will evaluate the technology based on:

4.5.1 Curricular relevance, age/level appropriateness, accessibility considerations;

4.5.2 The existence of approved technologies to meet the needs;

4.5.3 Support for effective pedagogy;

4.5.4 Manageability of the technology and ability to integrate with current systems; and

4.5.5 Educational value compared to cost.

4.6 **IT Security Approval.** IT Security Analysts will evaluate based on:

4.6.1 Terms of use and Privacy Policy of the product;

4.6.2 Compliance of the technology with Canadian and Ontario law; and

4.6.3 Compliance of the technology with DDSB policies and procedures, including but not limited to the *DDSB Technology Approval Process (Cloud Services): Privacy and Security Assessment Guide*.

- 4.7 **Health and Safety Approval (Hardware only).** Health and Safety will review all hardware requests to evaluate devices based on compliance of the technology with applicable DDSB health and safety policies and procedures.
- 4.8 **Facilities Services Approval (Hardware Only).** Facilities Services will review all hardware requests to determine the physical requirements and building infrastructure necessary to safely operate the technology, and that these are available and accessible.
- 4.9 **Technology Approval Process Review Committee (TAP-RC).** The TAP-RC will meet on a regular basis to review any Requests that require further consideration at the request of IT Security and/or Innovative Education. Such Requests may raise concerns relating to, without limitation, privacy, data security, deployment, and health and safety.

5.0 Technology Testing, Deployment and Purchasing

- 5.1 **Technological Compliance/Compatibility.** IT Services staff will work with the Purchasing Department to obtain a copy of the requested technology for testing. IT Services staff will test remote deployment and compatibility with the existing network and device architecture, and recommend the best way to deploy this technology, if possible. IT Services staff will evaluate the technology based on:
 - 5.1.1 Minimum hardware specifications (server and/or workstation)
 - 5.1.2 Operating system requirements (servers and/or workstation)
 - 5.1.3 Other requirements to run the program
 - 5.1.4 Functionality/effectiveness of Utility in performing its primary task
 - 5.1.5 Methods of installation
 - 5.1.6 Ease of use and how much set-up/configuration is required
 - 5.1.7 Network versus software center versus local installation requirements
 - 5.1.8 Method and ease of deployment
 - 5.1.9 Ease of management once deployed
 - 5.1.10 Compatibility with existing applications on workstations and/or servers
 - 5.1.11 Quality, availability, ease of access and pricing structure of technical support
 - 5.1.12 Other applicable assessment guide

5.2 The Purchasing Department and IT Services will work collaboratively to process approved technologies are available through DDSB procurement procedures.

6.0 Technology Support and Maintenance

6.1 Innovative Education and IT Services will jointly maintain the Approved Technologies List. IOS applications will also be included in the Board Application Catalogue.

6.2 Once included on the Approved Technologies List, the technology will be supported by Innovative Education (pedagogical support) and IT Services (technical support), or Vendor (technical support).

6.3 Each item in the Approved Technologies List will be assigned a review date. When the review date for an item arrives, it will be re-evaluated through a full review, utilizing any data collected over the life of the technology to ensure that Board staff and students have access to current and usable tools to support teaching and learning.

6.4 The review cycle schedule of the Approved Technologies List will be:

6.4.1 For full reviews, at least every three years from the date of approval or last full review, whichever is later.

6.4.2 Ongoing spot review of any applications that have changed their privacy policy as soon as IT Services is alerted to the change.

6.4.3 Reviews of cloud applications will be done in accordance with guidelines set out in the *DDSB Technology Approval Process (Cloud Services): Privacy and Security Assessment Guide*.

7.0 Responsibilities

7.1 Technology Approval Process Review Committee (TAP-RC)

The TAP-RC will consist of representatives from:

- Innovative Education
- IT Services (Network & Infrastructure, Information Security, Applications & Development, Client Services)
- Inclusive Student Services, and
- Legal Services.

Standing Committee members include the Head of Information Technology Services, System Innovation Lead, Network and Infrastructure Manager, Client Services Manager, Information Security Manager, Special Education Leads, and a User Experience Analyst.

Other DDSB department representatives may attend TAP-RC meetings depending on the nature of the Request.

The TAP-RC will meet on a regular basis to review any technology submissions that require further consideration based on the evaluations outlined in this TAP Procedure.

7.2 **Information Technology Services (Information Security)**

Information Security is responsible for providing approval in accordance with Section 4.6 of this Procedure.

7.3 **Information Technology Services (Application and Development)**

The Application and Development Team is responsible for reviewing technologies that fall under the Corporate Category and will work with other IT services teams (if required).

7.4 **Information Technology Services (User Experience)**

The ITS User Experience team is responsible for determining how technology can be integrated and deployed into the DDSB environment, including compatibility with DDSB systems and deployment of the technology to the DDSB's various software platforms

7.5 **Innovative Education**

The Innovative Education team is responsible for reviewing all technology requested for approval by education staff that fall under the "Educational" category (used for in-person or online classrooms)

Questions relating to Requests for Educational technology can be sent to innovative.education@ddsb.ca

7.6 **Purchasing**

The Purchasing team is responsible for identifying what licensing options are available to DDSB end users for a particular technology, and what methods schools can use to pay for approved technology, e.g., P-Card, or submit a purchase order.

Questions for the Purchasing team can be sent to SupplyChainServices@ddsb.ca.

7.7 **Facilities Services**

Facilities Services is responsible for reviewing existing building conditions relative to the requirements of the technology under consideration. Questions for Facilities Services can be sent to facilities.services@ddsb.ca.

7.8 **Health and Safety**

Health and Safety is responsible for reviewing hardware requests.

Questions for the Health and Safety team can be sent to DDSBHealthandSafety@ddsb.ca.

8.0 **Reference Documents**

8.1 **DDSB Policies**

[Personnel – Privacy](#)
[Purchasing Policy](#)

8.2 **DDSB Procedures**
[Technology Approval Process \(Cloud Services\): Privacy and Security Assessment Guide](#)
[Personnel – Privacy](#)
[Purchasing Procedure](#)
[Purchasing Regulation](#)

8.3 **Other Documents**
[Education Act, R.S.O. 1990, c. E.2](#)
[Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56](#)
[Personal Health Information Protection Act, S.O. 2004, c. 3, Sched. A](#)
[Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11](#)

Appendix:

Appendix A: Approval Flowchart

Effective Date

2005-06-22

Amended

2006-08-09

2011-03-25

2016-11-02

2018-04-09

2023-06-02

Appendix A: Approval Flowchart

