

Procedure Title	Software Selection and Installation		
Date of Issue	March 29, 2005	Related Policy	BP 2820-D
Revision Dates	November 8, 2016	Related Forms	AF 2310
Review Date		Originator	Administrative Council
References			

Procedure:

1.0 RATIONALE

- 1.1 Bluewater District School Board is committed to providing technology tools to system users, and to ensuring that they are appropriately used to improve student learning needs and meet system administrative needs.
- 1.2 In order to deliver efficient and effective technical and curricular support, a consistent image needs to be maintained in a manner where program delivery is supplemented by relevant and current software, staff development, and technology.
- 1.3 The purpose of this procedure is to assist with software choices and overall software images to be used in our board. It is essential to board operations that all software used in curriculum delivery and school administration, including board administrative offices, be standardized to ensure the following:
 - i. Consistent staff training;
 - ii. Responsible stewardship of resources;
 - iii. Seamless student and staff transfers (same software in schools); and
 - iv. Improved technical support.

2.0 PROCEDURE

Software choice will be limited and new software will be introduced in a controlled manner where support can be ensured. As well, a complete curriculum and/or administrative-based needs assessment, financial viability test, and technical issue analysis are required.

Bluewater District School Board prohibits the installation of the following software:

- i. privately owned or developed titles;
- ii. pirated or unlicensed software (the use of pirated and/or unlicensed software by an employee could lead to charges being laid under the Criminal Code);
- iii. any software, including internet downloads, not approved for installation through the processes outlined in this procedures; and/or
- iv. any software not installed according to the processes outlined in this procedure.

2.1 Base Software Image

The base image will consist of provincially licensed software as well as other programs that have been tested and approved by the System Leadership Team as appropriate. Provided the above groups have made the recommendation, all software licensed by the Ontario Educational Software Service (OESS) will be acceptable for use, and may be added to our software image during the next cycle.

2.2 Software Title Additions

Periodically, staff may feel there is a requirement for additional software titles to support their work. It will be their responsibility to discuss this need directly with their principal/supervisor who would then submit AF 2310 "Software Selection Request to the Technology Enabled Learning Teacher (TELT). After reviewing the request, a new concept proposal pilot project may be recommended where specific guidelines would be followed to determine program and system need. An assessment would be completed within a specific timeline and would include responses to the following questions:

1. How does this software support student program needs and or corporate/administrative expectations?
2. What is the system need?
3. What is the cost for implementation?
4. What are the technical issues?

After the pilot is completed, a recommendation to approve or not will be made, depending on resources available. If approved, the software would be implemented during the next software image cycle.

2.3 Software Installation

- i. Software titles must be installed on board owned equipment by authorized staff members of the Information Communications Technology (ICT) Services Department.
- ii. All software installed on Bluewater District School Board systems (including all commercial and shareware products) must be used in compliance with all applicable licenses, notices, contracts, and agreements.
- iii. Bluewater District School Board reserves the right to uninstall any non-approved software from board owned computers.

2.4 Removal of Software from the Software Image

From time to time it will be beneficial to permanently remove software from the image. This would be done if:

- i. the software no longer meets program or administrative needs;
- ii. there was similar software already on the image;
- iii. the software is seldom used; and/or
- iv. the software is no longer technically viable or supported by the licensor.

If replacement software is required it will not be removed from the list until necessary training has been completed.

2.5 Software Inventory

At the beginning of each school year, the list of software currently installed on our computers will be updated.

2.6 Periodic Audits

Bluewater District School Board reserves the right to monitor software installation and usage on Bluewater District School Board's computer systems. The ICT Services Department will conduct periodic audits to ensure compliance with this procedure. Unannounced, random spot audits may be conducted as well. During such audits, scanning and elimination of computer viruses may also be performed. Other unsanctioned software may also be uninstalled at this time.

2.7 Non-Compliance

Penalties for violation of this procedure, including disciplinary action, will be consistent with the circumstances up to, and including, termination of employment.