

TECHNOLOGY ASSET ASSIGNMENT AND RECOVERY

Background

The District acknowledges the potential of technology to enhance the District's working environments.

Procedures

1. Asset Assignment Requirements

- 1.1. In order to receive your District assigned technology asset the District requires you to:
 - 1.1.1. Provide a copy of your employment letter to the Director of Information of Technology. The Director of Information of Technology will not keep a copy of your employment letter.
 - 1.1.2. Read and agree with the following technology related administrative procedures.
 - 1.1.2.1. Administrative Procedure 140 – Acceptable Use of Technology
 - 1.1.2.2. Administrative Procedure 141 – Portable Technology Security
 - 1.1.2.3. Administrative Procedure 146 – Use of Social Media
 - 1.1.2.4. Administrative Procedure 180 – Freedom of Information and Protection of Privacy Act (FOIPPA).
 - 1.1.2.5. Administrative Procedure 185 – Records Retention
 - 1.1.2.6. Administrative Procedure 409 – Technology Asset Assignment and Recovery Procedure
- 1.2. Compliance with these procedures is mandatory if you are required to utilize a District owned technology asset.
- 1.3. The technology asset you have been assigned is the property of the District and is it is your responsibility to keep the device safe and secure while in your possession.

2. Asset Recovery Requirements

- 2.1. When an employee goes on a leave of absence or their employment ends, it is required by the District that the technology assets assigned to that employee are returned to the Director of Information Technology. The employee is responsible to ensure that any important data is removed from the computer, stored on encrypted media, and kept in a secure location.
- 2.2. While on a leave of absence, employees will return their technology assets so they may be assigned to the temporary employee covering their leave. You may not receive the same asset upon your return.

- 2.3. Before you return your laptop to the Director of Information Technology in order to ensure records are managed appropriately you must stay in compliance with Administrative Procedure 141 – Portable Technology Security.
 - 2.3.1. All your personal data (photos, music, files) are backed up.
 - 2.3.2. All District data is transferred to your Manager or Principal.
- 2.4. After you return your laptop to the Director of Information Technology, he/she will re-image your laptop, deleting all data that was on the laptop.

Reference: Sections 17, 20, 22, 65, 85 School Act
Freedom of Information and Protection of Privacy Act
School Regulation 265/89
Canadian Charter of Rights and Freedoms
Canadian Criminal Code
Copyright Act
Introduction to British Columbia's Redesigned Curriculum, 2015

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