


<b>Administrative Procedure Technology Use for Online Learning Facilitators</b>		
	<b>Department:</b>	<b>Corporate Services</b>
	<b>Approved by:</b>	<b>Leadership Council</b>
	<b>Date Approved:</b>	<b>March 18, 2024</b>
	<b>Revision Date(s):</b>	
	<b>Review Date:</b>	
	<b>External References</b>	
	<ul style="list-style-type: none"> <li>• <i>The Education Act, 1995</i></li> </ul>	
<b>Internal References</b>		
<ul style="list-style-type: none"> <li>• N/A</li> </ul>		

**Purpose**

- This administrative procedure establishes the guidelines and responsibilities for properly utilizing and allocating information technology resources to Saskatchewan Distance Learning Centre (Sask DLC) online learning facilitators in school divisions with students accessing courses provided by Sask DLC.

**Scope**

- This procedure applies to those facilitating online learning support for students accessing courses provided by Sask DLC, including school divisions and Sask DLC.

**Policy Statement**

- Sask DLC is dedicated to fostering strong partnerships with school divisions to offer comprehensive and effective online learning assistance to students currently enrolled in courses with Sask DLC.
- School Divisions should provide online learning facilitators assigned to their respective schools with the required technological hardware to support students accessing courses through Sask DLC.
- Online learning facilitators must adhere to the policies and procedures of Sask DLC and school divisions regarding the responsible use of IT resources and data privacy when supporting students accessing courses through Sask DLC.

**Roles and responsibilities:**

1. Online Learning Facilitators
  - a. Promptly report any possible IT security breaches or data privacy concerns to the school and Sask DLC as soon as they are noticed.

## 2. School Division

- a. Access to Hardware:
  - i. Ensure that the online learning facilitators assigned by Sask DLC to schools within the school divisions are equipped and maintained with suitable hardware, such as computers or devices.
  - ii. To minimize the chances of accidental data leakage, assigning computers with a new image and no remaining profiles is recommended.
  - iii. Hardware supplied for use by Sask DLC online learning facilitators will be enrolled in Sask DLC management system.
- b. Access to Guest Internet: Provide online learning facilitators access to reliable guest internet or necessary network infrastructure to support students with minimal disruption.

## 3. Sask DLC

- a. **Use of School Division Technology Resources:** Ensure that online learning facilitators only use school division hardware for educational purposes.
- b. **Enroll Hardware:** Technology supplied by school divisions will be enrolled in Sask DLC device management system and will be fully managed by Sask DLC. However, it's important to note that Sask DLC will not be responsible for maintaining the hardware.
- c. **Password and Accounts:** Sask DLC will provide online learning facilitators with usernames and passwords and will ensure that online learning facilitators are not sharing passwords or allowing others to use their accounts.
- d. **Access to Sask DLC Online Learning Platforms:** Provide online learning facilitators with access to connect with both Sask DLC teachers and students through various channels such as Moodle, email, or any other suitable means of communication.
- e. **Maintain Student Privacy:** Ensure online learning facilitators do not store student-related data on the school division's hardware.
- f. **IT Set Up Meets Privacy Requirements:** Ensure that Sask DLC's IT team reaches out to the IT department of the respective school division to ensure that the technology setup being implemented meets all necessary privacy requirements for the benefit of all stakeholders involved.