ADMINISTRATIVE
PROCEDURE
202

USE OF NON-SUPPORTED RVS TECHNOLOGIES

Instructional Programs and Materials

September 2022

Purpose/Background
These procedures address the use of all non-supported RVS technologies for the purpose of instruction. Specifically, they apply when the technology requires students to login to an application and/or provide any identifying information.

Procedures
1. Check with the Learning Department to see if RVS currently supports a similar technology at < https://rockyviewschools.sharepoint.com/sites/Technologies >.

2. If not, seek approval on the use of technology with school administration. Be prepared to discuss:

   2.1. The educational purpose and advantages of the technology.

   2.2. The associated risks, in relation to FOIP and digital citizenship.

   2.3. How private/public settings and features can be enabled and disabled.

   2.4. The impact and readiness of the technology on the school community, i.e., ISTE NETs

   < http://www.iste.org/standards.aspx >.

   2.5. The impact of the technology on school infrastructure.

   2.6. Any associated costs (costs must be agreed to by the school administration and follow RVS purchasing policies).

   2.7. Any licensure contracts to be signed.

   For assistance with these steps contact the Learning Department.

3. If approval by school administration is granted, contact the Director of Technology (or designate) to discuss the impact of the technology on the jurisdiction's infrastructure and seek approval of the technology's use within RVS infrastructure.

4. If use of the non-supported technology is approved as outlined in step #3 above, contact the Associate Superintendent of Business and Operations to arrange for any license/agreement to be signed.

5. Provide school administration with 'administrator access' to the technology (username and password). It is recommended that teacher create a username and password other than their confidential RVS user name and password. School administration must have the ability to view and edit any content posted on external technologies and must keep a record of the username and password that allows for this access. School administration is responsible for providing the Director of Technology, upon request, with all usernames and passwords for any external technologies utilized in their school.

6. Inform parents of the educational benefits and potential risks associated with the technology and obtain parental consent, annually, for each student using RVS Form AF180-D Consent for Use of Non-Supported RVS Technologies.

7. If the non-supported technology content is to be displayed publicly, Form AF144-A Consent for Public Use of Student Images/Work also must be completed.

Reference:
- Section 31, 32, 33, 52, 53, 196, 197, 222 Education Act
- Freedom of Information and Protection of Privacy Act
- RVS Form AF144-A Consent for Public Use of Student Images/Work
- RVS Form AF180-D Annual Consent for Use of Non-Supported RVS Technologies