

SD 42 POLICY: 2925

TRUSTEES – PROVISION OF RESOURCES

1. RESOURCES PROVIDED FOR TRUSTEES' HOME OFFICE USE

The Board recognizes all Trustees must maintain an office in their home and will purchase and provide specific resources to effectively assist them in fulfilling their duties.

The Information Technology ("IT") Department will purchase and provide the Trustees with computer equipment that is fully compatible with the Trustee Electronic Meeting System. This system will allow Trustees full access to resources and confidential information that is needed for their positions. A School District email account will be set up for all Trustees.

Security

- Authentication
 - For security purposes, Trustees need to use the password complexity requirements set forth by the IT department to log into their computer and network resources.
 - Trustees will not release their passwords to any individual because of the sensitive nature of the information contained herein.
- Anti-Virus
 - All district owned computers have a centrally managed anti-virus system to maintain data integrity. No modification or deletion of this system is permitted.
- Encryption
 - Sensitive data should only be posted to encrypted and secure sites and should only be stored to encrypted media such as encrypted thumb drives.
- Acceptable Use Agreement
 - Public cloud computing is not suitable when dealing with the School District's sensitive business data because of FOIPPA and the laws in British Columbia.
 - The IT department will be notified immediately by Trustees if a School District owned computer has been lost or stolen so that the IT department can initiate a trace or data wipe under these circumstances.

Disposal

- Disposal of equipment provided to Trustees will follow the Board approved Disposal of Equipment policy.

Recommended Software

- All Trustee computer equipment will be supplied with a complete suite of productivity tools.
- Computer equipment will be preconfigured to securely attach to the School District's wireless networks and computing services.
- In order to ensure new software is compatible with our standard suites and free of anti- malware /anti-virus software, additional software can be installed only with IT approval.

Service Level Agreement ("SLA")

- IT issues will be logged/reported to the IT department by staff of the office of the Secretary Treasurer, on behalf of Trustees.

2. REIMBURSEMENT OF APPROVED EXPENSES

The approved expenditures for reimbursement are:

- Internet service provider or cost as per annual budget limit;
- Required business auto insurance, once a year as per Board Policy 4410 Travel Expenses.
- Out of District automobile use as per Board Policy 4410 Travel Expenses.

3. USE OF OTHER RESOURCES

Trustees are required to obtain the permission of the Board to access any of the following resources:

- Use of School District letterhead for external correspondence;
- Borrow or purchase materials;
- Use of Board equipment other than provided; and
- The services of School District employees.

4. FINANCIAL REPORTING

Trustees on a quarterly basis will receive a detailed financial accounting of all expenses reimbursed and requiring reporting under the terms of the Financial Information Act (FIA) within one month following each quarter.

5. ANNUAL BUDGET LIMITS

Each year, the Board will set the individual budget amounts for each Trustee and by category through the Operating Budget and publish the amounts on the School District website.

UPDATED: April 12, 2023