TRUSTEE RESOURCES

PURPOSE

To provide clear guidelines for the provision, use, and management of resources for trustees, in support of [Policy 2925 Provision of Resources for Trustees](), ensuring trustees have the tools, technology, and support necessary to fulfill their governance responsibilities, while upholding principles of stewardship, security, responsible use, transparency, and accountability.

BACKGROUND

This procedure outlines the categories, standards, and conditions under which trustees are provided with resources for their official duties, including home office setup, technology, and access to School District services.

RESOURCES PROVIDED FOR TRUSTEES' HOME OFFICE USE

Technology Support

The district will provide each trustee with:

- Computer equipment
- Secure access to resources and confidential information that is required for their role
- A School District email account

Technology Security Standards

- <u>Authentication:</u> Trustees must use passwords that meet the district's complexity requirements. Passwords must not be shared.
- <u>Anti-Virus:</u> All School District-owned computers are equipped with centrally managed anti-virus software. Modification or removal is prohibited.
- <u>Encryption:</u> Sensitive data must be stored and transmitted using encrypted media and secure platforms.
- <u>Acceptable Use Agreement:</u> Public cloud services are not permitted for sensitive School District data due to [Freedom of Information and Protection of Privacy Act]() requirements. Lost or stolen devices must be reported immediately to IT for data protection measures.

Software & Configuration

- Trustee computers will be equipped with a suite of productivity tools.
- Devices will be preconfigured for secure access to the School District wireless networks and computing services.
- Additional software may be installed only with district approval to ensure compatibility, security and protection of privacy.

Disposal

- Disposal of equipment provided to trustees will follow [Policy 5310 Disposal of Surplus Assets](#).

IT Issues & Support

- IT issues experienced by trustees will be reported to the IT HelpDesk by staff of the Office of the Secretary Treasurer on behalf of trustees.

USE OF OTHER RESOURCES

Trustees must obtain prior Board approval to:

- Use School District letterhead for external correspondence

- Borrow or purchase materials

- Use Board equipment beyond what is provided

- Access services of School District employees

UPDATED: March 5, 2026