

<b>Title</b>	<b>Computer Technology Planning</b>
<b>Number</b>	<b>B1004</b>
<b>Category</b>	<b>Administration</b>

## 1. PURPOSE

To outline the decision-making processes and principles relative to the planning, acquisition, provision and disposal of computer-based technology support for enterprise administrative operations, course delivery, support services and communications.

## 2. DEFINITIONS

**Chief Information Officer (CIO)** – means the senior administrator in the Information Technology (IT) department of the College.

**Cloud Solutions** – are enterprise computing technology implementations implemented over the internet through a subscription model, where the solution is managed and supported by the solution or cloud vendor.

**EdTech** – the Educational Technology Department at Langara that oversees computer technology used for the purpose of teaching and learning at Langara.

**Educational technology** – technology and systems that support instruction in the classroom (in-person or online) for which the Educational Technology Department is consulted.

**Enterprise computer technology** – mean all computing and electronic communications resources, facilities, and services that are owned, managed, maintained, or subscribed to by Langara College, both on or off College property that are intended for broad use across the College and/or addresses a strategic goal or objective of the College. This includes, but is not limited to, desktop computers, notebook computers, cloud computing systems, mobile and tablet devices, projectors, flat panel displays, telecommunications equipment, audio visual control systems, data files, telephones, voicemail, computer lab facilities, digital signage, peripheral hardware and software, and the College computer network, including all associated hardware and software, servers, and application software connected to College networks. Computer technology does not include information content or electronic resources for which the Library is the Technical Authority.

**Enterprise Resource Planning (“ERP”)** – the process by which organizations integrate their central activities, the ERP system houses information related to Langara’s core administrative functions. This includes, but is not limited to, student information, human resources, payroll and finance.

**Personal computer technology** – computer and/or telecommunications technology assigned to a specific person.

**Portal technology** – a centralized gateway or starting site for access to administrative and educational functions.

**Senior Leadership Team (SLT)** – the President and the Vice-Presidents of the College.

**Technical Authority** – a College department identified by Directive as having expertise in a particular area to make an informed decision with respect to technology solutions and services to be utilized at the College, consistent with the Technical Authorities listed in Purchasing Directive C3001.

**User** – means an employee, student or other individual authorized to use Langara’s electronic communication system.

### 3. POLICY

#### 3.1 Planning

- i. When considering new or replacement enterprise computer and/or telecommunications technology and applications, preference will be given to technologies that support consolidation and access through a centralized single point of access facility whenever possible.
- ii. The Information Technology department (IT) will review requests for acquisition of new enterprise computer technology, including a business case that provides details of how the new technology is more effective than existing technology, has long-term application potential, where possible, eliminates risk to the College and/or facilitates growth targets, and aligns to the College Strategic Plan.
- iii. IT will evaluate requests for new enterprise computer technology, as defined above, to:
  1. determine alignment with the College Strategic Plan;
  2. ensure that, where possible, technology is standardized;
  3. ensure that duplication of features and functions is minimized;
  4. ensure there is an adequate sustainment plan and budget for the new assets;
  5. ensure that a Privacy Impact Assessment (PIA) is completed and approved through the Records Management and Privacy department prior to implementing any new services, functions or features enabled through enterprise computer technology; and
  6. establish that a security threat and risk assessment is done.
- iv. Final decisions regarding funding new acquisitions for College enterprise computer technology are the responsibility of the SLT.

#### 3.2 Acquisition

- i. Acquisition of computer technology will be in accordance with Policy C3001 - Purchasing.
- ii. The relevant Technical Authority will make decisions regarding acquisition, dispersal, use, disposal or subscription cancellation from enterprise computer technology.

- iii. In cases where the proposed solutions are Cloud Solutions, the Information Technology (IT) department will work with the Organizational Risk Assessment department to ensure that all privacy legislation and risk issues are clearly identified and adequate controls and mitigations are in place to reduce or eliminate risk to the College, and compliance with regulations and legislation are met. In cases where some aspects of privacy or compliance remain outstanding, the IT department with the Organizational Risk Assessment department will present these to the Senior Leadership Team who will have ultimate responsibility for accepting the outstanding risk or not.
- iv. The College may accept sponsorship or donation for technology or systems in consultation with the Langara College Foundation, the SLT, IT, and in accordance with Policy B1012 – Gift Acceptance.

### 3.3 Provisioning

- i. Implementation of courses and programs requiring additional educational technology will only occur when funding is approved through the College budget process.
- ii. The College will be responsible for ensuring there is appropriate and adequate training available to faculty and staff for any enterprise computer technology required to perform the duties of their role.
- iii. The College will provide access to technical assistance and information for employees and students that addresses both instructional and College administrative systems and services. This does not include the support of personal devices. The College will use a consultative process to determine the amount of access, type of access and priority for access to the enterprise computing system for employees and students.
- iv. Where the achievement of learning outcomes requires that individual students have personal computer technology, the College will explore alternatives to mandatory purchase such as leasing and/or borrowing. The College will ensure that students who use their own personal computer technology have onsite access to the appropriate services and supporting technology for their devices.
- v. User fees and technology fees may be levied when a product or service is provided to students.

### 3.4 Disposal

- i. IT will dispose of enterprise computer technology securely, based on Provincial Government standards and best practices in order to protect and permanently delete any sensitive data that may reside on the asset.

**4. RESPONSIBILITY**

For inquiries relating to this policy, contact the Chief Information Officer.

**5. REGULATIONS/PROCEDURES**

[Computer Technology Planning Procedures](#)

<b>History/Revision</b>	
Origination Date	December 6, 2005
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