ADMINISTRATIVE PROCEDURE

General Administration	School Technology Purchasing	GEN #04

Revised: **February 2026**

Background

Christ The Redeemer Catholic Schools (CTR) provides software and technology resources to schools so that staff can carry out their work. Each staff member is provided with a single computer as well as various other technologies (peripherals, displays, tablets, cellular devices, etc.) depending on the needs of their role. Occasionally, schools obtain funds through donation or fundraising activities which they may wish to spend on technology for their school. Schools may also choose to use their own operating funds on technology. To develop and support technology at CTR, a degree of standardization is necessary. Several factors must be considered when purchasing technology, which include, but are not limited to:

- privacy
- security
- compatibility
- redundancy
- network infrastructure
- network connectivity
- suitability
- support required
- total cost of ownership

Note: Software includes locally installed software, server software, cloud-based software, websites, add-ons to approved software, and/or firmware. Hardware includes any telephone, computing and/or network devices. The Information Technology Department works jointly with the Facilities Department for all purchases regarding site security systems (video, alarms, etc.).

Procedures

1. Any employee interested in acquiring new technology for CTR schools must consult with their principal before seeking approval from the Systems Advisory Committee.

2. The principal submits the request to the Systems Advisory committee using the form found in MyCTR under Information Technology.

3. The Systems Advisory Committee oversees the approval of all hardware and software implemented in CTR. The committee evaluates the request for security, privacy, redundancy, and educational value. The committee maintains a list of approved software in MyCTR under Information Technology.

4. The Information Technology Department is the purchasing agent for all technology to ensure procurement agreements, warranties, and licensing records. Once software is approved by the Systems Advisory Committee, the principal can place an order with the Information Technology Department.

5. Information Technology Technicians will ensure the installation of hardware and software is done safely and securely. Hardware must not be altered by the user, internally or externally. Software residing in the Microsoft Software Center or Microsoft Store may be installed by users, but otherwise software installation is done exclusively by the Information Technology Department.