

ADMINISTRATIVE PROCEDURE

General Administration

Software Acquisition

GEN #21

Revised: February 2026

Background

It is the objective of the Christ the Redeemer (CTR) Catholic School Division's Technology Department to enable staff and students the ability to perform their computing tasks while protecting district information and resources from unnecessary risks. The division must be good stewards of resources and ensure unnecessary redundancies in software do not exist.

Through this policy, the division will follow recommendations by the Office of the Information and Privacy Commissioner of Alberta through the "[Joint Resolution: Protecting the privacy of children and youth through responsible use of education technologies in the classroom \(2025\)](#)" to improve digital literacy and promote privacy rights in the use of e-learning platforms and tools in the classroom. CTR Catholic will consider guidance from privacy regulators regarding the responsible use of educational technologies, with particular attention to protecting the privacy of children and youth.

Definitions

- **Software:** refers to software, firmware, and websites that perform specific tasks for the user. Software may need to be installed on electronic devices (computers, phones, applications, and tablets) or may be entirely cloud-based.
- **Personal Information:** information about an identifiable individual (e.g., student, staff, parent), including identifiers, images, audio/video, online identifiers, and any combination of data that could reasonably identify a person.
- **User:** Staff member, student or parent who may use the software supplied by CTR Catholic.
- **Custody or Control:** records and data in CTR's custody or control, including vendor-hosted data processed on CTR's behalf.
- **Privacy Impact Assessment:** an assessment used to identify and mitigate privacy risks for prescribed circumstances and high-risk initiatives.
- **Systems Advisory Committee:** refers to members of CTR Catholic who are designated by the Superintendent to review and evaluate new and existing programs and software and make recommendations for implementation or change.

Procedures

1. Request for Software Use or Installation
 - 1.1. A user may recommend that a program or application software be utilized to support instruction or information management at a school site or district wide. In order to properly evaluate the application and appropriateness of the recommended program software, a request must be submitted to the Systems Advisory Committee.
 - 1.2. Staff must not require or direct student use of non-approved software for instructional or administrative purposes until it has been evaluated and approved. Requests must identify: intended users, purpose, whether personal information will be collected/used/disclosed, data elements (e.g., names, emails, student work), and whether the tool is AI-enabled.
2. Evaluation And Testing of Program Software
 - 2.1. The Systems Advisory Committee will evaluate the software in consultation with appropriate and affected parties. During the program software evaluation process, it will be determined if the program software will meet the desired outcomes (educational alignment) and if existing program applications are available that can meet those needs (redundancy). Testing and deployment will determine potential curriculum and cost implications while ensuring security measures are in place to protect and safeguard student data. The Technology Department will

test the program software for compatibility within the existing network. Division-approved software will be reviewed periodically to determine the efficacy of the objectives and to ascertain whether or not the program goals are being achieved and student data is protected.

3. Purchasing of the Program Software

- 3.1. Once testing of the software is complete and it is approved for use, a purchasing decision will be considered based on curricular needs for either a specific school site application or for use division wide.
 - 3.1.1. If the software is approved for purchase at a school site only, it shall be the responsibility of the school site to support the purchase through its school-based budget.
 - 3.1.2. If the software is approved for division wide network use, the Superintendent or designate will determine whether funds are available for the purchase.
 - 3.1.3. All purchases shall follow Administrative Procedure [BUS #10 Procurement Process](#).

4. Deployment/Communication

- 4.1. If the software is purchased, the Technology Department will complete the software installation. If the exporting of student data is required, it will only be performed by the Technology Department.
- 4.2. Where a tool collects, uses, or discloses student personal information, CTR will provide appropriate notice to parents/guardians and will obtain consent where required by CTR practice or where no other legal authority applies. Notices will describe what information is involved, the purpose, the platform/vendor, and any meaningful privacy considerations for families.
- 4.3. Staff shall be provided with a list of evaluated and division-approved software.

5. Accountability and Review

- 5.1. Division-approved software will be reviewed periodically for continued curricular fit, privacy/security posture, and vendor changes.
- 5.2. If a privacy incident occurs involving a digital tool, staff must report it immediately to the division's Access and Privacy Coordinator.

References:

Alberta Education Student Record Regulation 166/2018
PASI Usage Agreement Update Appendix A
Office of the Information and Privacy Commissioner of Alberta
Access to Information Act (ATIA)
Protection of Privacy Act (POPA)