

## INFORMATION TECHNOLOGY SUPPORT FOR TRUSTEES

### Guidelines

1. Information Technology Department will be responsible for the support of the laptop that has been provided by Seven Oaks School Division to be used in official Seven Oaks School Division business related activities.
2. If a Trustee requires Information Technology support on the Seven Oaks School Division owned devices that are allocated for their official use, Trustees are to contact the Information Technology Director and bring the device to the Ben Zaidman Education Resource Centre for troubleshooting if needed. Seven Oaks School Division Information Technology Department will not deploy a staff member to a residence to fix issues.
3. Non-Seven Oaks School Division devices and other personal devices that are purchased for personal use and non-Seven Oaks School Division business related activities will not be supported by the Information Technology Department. The repair costs will NOT be shouldered by the Seven Oaks School Division. It is the Trustee's responsibility to contact their own service provider.