Allocation of IT hardware to staff

IT hardware is allocated to a location in the school or to a specific individual depending on two main factors:

• How it is going to help student learning

• How it will improve the efficiency and effectiveness of the operation of the school.

The following priorities will be used when ordering and allocating new IT hardware for use by specific staff.

Priority	School staff
1	Teaching and administrative staff that are recognized techno-innovators*; IT staff.
2	Head of School.
3	Elementary Principal, Secondary Vice-Principal and Business Manager.
4	Staff with specific extra responsibilities involving a stipend and/or time allowance (IB Diploma Coordinator, IB CAS Coordinator, PYP Coordinator, Fabulous Friday Coordinator, ECA Coordinator, IT Coordinator and University Placement Counselor).
5	Teaching and office staff, Maintenance Supervisor and School Board.
6	Assistant Teachers with specific IT requirements (eg Library Assistant, Science Assistant, Art/Photography Assistant).
7	Assistant Teachers who are recognized techno-innovators*.
8	Assistant Teachers without immediate access to a computer due to their location in the school (eg PE Assistants in the PE storeroom).
9	Other Assistant Teachers.

Individuals identified as techno-innovators will be supported as much as possible by giving them the IT resources they need.

A techno-innovator is a person who:

• effectively uses available IT to enhance student learning

• looks for new ways to use the available technology to enhance student learning

• actively seeks out new technology to introduce to the school to enhance student learning

• invests in expanding their knowledge and skills in using IT to enhance student learning

• proactively shares their IT knowledge and skills with other staff.

The IT Coordinator is responsible for deciding whether a particular individual is a techno-innovator.

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