



## MEMORANDUM

**Memo No. 21-064**

**TO:** Trustees  
Student Trustees

**FROM:** Camille Williams-Taylor, Director of Education  
Shawn Lehman, Superintendent of Instruction

**DATE:** 25 May 2021

**RE:** Amendments to Consultation Plan for Appropriate Use for  
Technology Policy Review

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The purpose of this memorandum is to propose amendments to the consultation plan for the Appropriate Use for Technology Policy review. Based on the feedback from Committee of the Whole on 11 May 2021, the following revisions have been made to the consultation plan included with the Board agenda (copy attached):

1. **Improve Access for School Councils** - To accommodate the School Council meeting schedules, the timelines have been expanded by one month. This will allow school councils more time to address the consultation at their October or November meeting;
2. **Opportunity for Advisory Committees** - Staff will organize a focus group in the fall that will provide an opportunity for members of advisory committees to provide feedback on the policy;
3. **Ensure Accessibility Lens** - To ensure the needs of students with disabilities are considered in the consultation process, Special Education Advisory Committee (SEAC) will be invited to participate in the consultation process by participating in a focus group for advisory committee members. Learning Support Services will also be asked to consult on the policy;
4. **Add OCASC Input** - Information will be shared with members of Ottawa-Carleton Assembly of School Councils (OCASC) and OCASC will also be invited to participate in a focus group for advisory committee members; and

5. **Add Trustee Focus Group** - To ensure trustees have an opportunity to participate in a general discussion about the policy and to highlight issues or sections of the policy which should be an area for focus during the consultation and policy review process.

All changes to the consultation plan are noted in red in the report.

If you have any questions please contact Shawn Lehman, Superintendent of Instruction at [shawn.lehman@ocdsb.ca](mailto:shawn.lehman@ocdsb.ca) or Business and Learning Technologies Manager Sandy Owens at [sandy.owens@ocdsb.ca](mailto:sandy.owens@ocdsb.ca).

Cc: Senior Staff  
Manager, Business and Learning Technologies  
Corporate Records

Attach.