

Hardware and Software

Purpose

Bellevue School District (BSD) provides and requires faculty, staff and students to use data processing equipment and peripherals. BSD maintains multiple computer systems connected throughout its campuses and facilities via Local Area Networks (LAN) and Wide Area Networks (WAN). BSD secures its networks and computers against unauthorized access and abuse. Additionally, BSD strives to implement cost effective information processing systems, peripherals and associates software and structures.

This procedure outlines specific practices and procedures that will be carried out to implement and maintain BSD's systems and related services. The Technology (Tech) Department is responsible for upholding and enforcing this Hardware and Software Procedure.

Scope

The primary goal of the Technology Department is to support BSD's instructional programs by providing quality information services to its department and offices. Other goals include acting as a clearinghouse for collecting and disseminating technology information and resources, providing standards for networking and computers, assisting with electronic learning resources, technology support, and providing support for staff professional development. Objectives for these goals include, but are not limited to:

1. Promoting improved student learning and academic achievement through more effective use of technology.
2. Promoting improved teaching through more effective use of technology, including using technology to organize, analyze, and manage student classwork and achievement data to help direct the on-going development of our instructional programs.
3. Increasing the technology resources and connectivity through comprehensive technology programs to ensure that all students have access to adequate technology resources throughout their school day.
4. Using technology to support communication, collaboration, and effective sharing of resources, including quality professional development and distant learning opportunities.
5. Supporting and enhancing all systems used in the operation of the district.

The Technology Department is responsible for the coordination of the installations and maintenance of all District-owned hardware and software and will ensure "outside connections" will not impact other networks. All computers, computer software and peripherals equipment used within BSD are the property of BSD. The Technology Department shall coordinate all equipment and software upgrades. Additionally, the Technology Department is responsible for access to all of BSD's LAN, WAN and internet connections.

The Technology Department will assist with all hardware and software installations as time and resources permit. The primary responsibility of the Technology Department is to ensure that all networks and commonly used software (learning systems, business systems, communication, etc.) are available to the greatest number of users at all times. Secondary to this, the Technology Department is required to maintain all user workstations and peripherals throughout the district in a timely manner.

The Technology Department will implement and monitor administrative procedures to assure the internal security of computerized data and networks. The Technology Department has the right to access each and any computer or electronic device at any time to monitor usage. The Technology Department has the right to view, remove or disrupt the flow of any and all electronic mail passed through or maintained on the networks.

Individual Equipment Assignment Chart

The below chart outlines what roles are issued District equipment to support their job responsibilities, requiring technology access. Models listed below are the current models. Staff are only issued new equipment when they change to a new role or when their device is ready for refresh (every 4 to 5 years).

Role	Hardware	Comments
Paid Positions		
Director and above	Lenovo Yoga, universal dock, 2 19” monitors, keyboard, mouse, iPad (if needed)	
Department Managers	Lenovo Yoga, universal dock, 2 19” monitors, keyboard, mouse, iPad (if needed)	
Building Admins	Lenovo Yoga, universal dock, 2 19” monitors, keyboard, mouse	
Mobile Workers	Lenovo Yoga, universal dock, 2 19” monitors, keyboard, mouse	
Teachers	Lenovo Yoga or E6410, universal dock, keyboard, mouse	Feb to May 2015, teachers will be refreshed to Lenovo Yogas
Counselors	Lenovo Yoga, universal dock, 2 19” monitors, keyboard, mouse	
Stationary Staff	Desktop computer, 1 or 2 17” or 19” monitors depending	

	upon job duties, keyboard, mouse	
Para-Educators	Access to desktop computer either in classroom or common area to check email.	
Non-Paid Positions		
Admin Interns	Lenovo Yoga	Building Administrator is responsible to collect devices when internship is complete
Student Teachers	Lenovo Yoga or E6410	Building Administrator is responsible to collect devices when internship is complete
Volunteers		Able to access BSDPersonal to get outside internet

* Individual office printers are only deployed upon Director of Technology’s approval.

Equipment Purchasing and Repair

All computers, computer equipment, software and peripherals (Equipment) will be purchased through, or with full knowledge of the Technology Department. Once purchased, the Equipment becomes the property of BSD and will be maintained by the Technology Department. All Equipment will be properly inventoried with district provided asset tags and periodically re-checked for loss control.

The Technology Department will also be responsible for the disposal of all computer/network equipment and associated peripheral equipment at the end of its life cycle. The disposal process will include the surplus of assets and proper disposal in accordance with hazardous material and District requirements.

Service by any repair agency other than expressly authorized by the District and Technology Department is prohibited. Repairs by non-authorized agencies will void any warranty or maintenance contract the district has in place. Any upgrades or accessories that require installation must be performed by district Technical Support regardless of funds for such upgrades. (Call the Help Desk at 425-456-4321 for all repairs and maintenance.) The District is not obligated to update/upgrade equipment any time.

Departmental (Curriculum, Accounting, etc.) software purchases and installation requires the approval of both the Department Director and Technology Director. Unless otherwise justified, software such as, but not limited to word processing, spreadsheets and database management will be standardized throughout BSD

Use of BSD-Owned Equipment and Software

The Technology Department must be notified in advanced of any relocation of computers and peripherals either on or off campus. Individually issued equipment (laptops, tablets, etc.) may be used at home, however at the individual's own liability. Employees can pay yearly to be covered by the Districts' Computing Device Insurance. Such equipment may be loaded with software for communications, word processing, etc. by the Technology Department. The Technology Department may ask that the equipment be returned for inventory purposes or that the individual completes certain inventory steps. Additionally:

1. Computer equipment must be returned to the Technology Department promptly when requested.
2. Short term employees and extended leave employees must turn in their equipment on the last day of the school year.
3. BSD-owned software will not be allowed on personally owned computer equipment.
4. BSD funds will not be expended to purchase, upgrade or maintain personally owned equipment.

BSD Staff and Students (student's guardians) accept the financial responsibility for equipment issued to them via the Technology Equipment Loan form (6800.3P Exhibit A).

District Insurance:

The District may take appropriate action, which may include staff payroll deduction, to recover its full repair or replacement cost resulting from negligence of issued technology equipment.

If the loss of the equipment occurs while the equipment is being housed on District property, District insurance may be used, but only in cases when the employee who checked it out took reasonable steps to safeguard the equipment. Also, if equipment was lost while kept on school property, the school and employee must follow established District procedure for replacing the item, including reporting the loss to the police and contacting the District's business office as outlined in District Policy 6800.

For mobile devices (laptops, notebooks, tablets, etc.), an employee has the option to purchase special insurance available through the District (6800.3P Exhibit C Mobile Computing Device Insurance Form). The insurance is important as the employee is responsible for the equipment, even on school property, whenever the loss is attributed in whole or in part to the employee's own negligence. School staff members are expected to store computers and other technology-related equipment when not in use in safe and/or locked places in a way that is appropriate to the size and portability of the computer. Failure to do so will make the employee liable for any loss or damage.

Equipment remains the liability of the employee to whom it is assigned, regardless of who uses the equipment.

Unauthorized Uses or Activities of BSD-Owned Equipment and Software

1. The use of computer equipment and/or related services for commercial, political, or non-BSD approved purposes is prohibited. As such, all BSD-owned equipment is for purpose of conducting District business and any other use may result in disciplinary action. Personal use is approved only on a limited basis.
2. It is inappropriate and prohibited to install or use any kind of personally owned or downloaded software on BSD-owned computers.
3. Any unauthorized or deliberate action that damages or disrupts a computer system, or causes it to malfunction is prohibited
4. The copying of copyrighted materials, without the express written permission of the owner or the proper license, is prohibited.
5. Intentional attempts to “crash” Network systems or programs are prohibited.
6. Willfully introducing a computer “virus” or other disruptive or destructive programs into the BSD network or into external networks is a punishable disciplinary offense.

Other than by the Technology Department, deletions, examination, copying or modification of files or data belonging to other users without consent, is prohibited. The Technology Department will maintain network disk management by moving or removing data files that are judged to be unused or obsolete. This will be accomplished after ensuring that copies are available as backup and after informing the user of the action. Files such as “.bak”, “.tmp” and other duplicated may be moved or removed without informing the user.

Use of Personal Computing Equipment (PCE)

BSD appreciates that students and staff are willing to bring in PCE, to be used for schoolwork and to enhance educational opportunities. With this privilege come responsibilities and issues that must be addressed. The main issues are:

1. Security
2. Network stability
3. Liability for personal property
4. Virus protection
5. Repairs and upgrades

A PCE can be connected to the District’s network, including access to the Internet, under the following conditions:

1. Use of the PCE must adhere to the BSD Acceptable Use Procedure.

PCEs can only be connected to the BSD wireless network. Physical cabled connections are not allowed.

Software residing on PCE must be personally owned.

District technicians will not service or repair any PCE. No internal components belonging to the District shall be placed in any PCE, whether as enhancements, upgrades or replacements. No software that is deemed by the Technology Department to be for personal use will be supported under any circumstances. If such software interferes with District approved software or hardware, a technician may remove it from the computer. Any damage caused by use on the BSD network is the responsibility of the owner.

The student/staff person is responsible for the security of the equipment when it is not being used. BSD does not guarantee the privacy or security of any item stored on or transmitted by any privately owned computing devices.

A student or staff person who brings their PCE to school is personally responsible for the equipment. Responsibility for the maintenance and repair of the equipment rests solely with the student/staff person. Any damage to the equipment is the responsibility of the individual.

As it relates to PCE being used in BSD District facilities or on BSD Network wireless or otherwise, BSD reserves the right to:

1. Monitor all activity, either Internet access through the school district's proxy server or intranet access on the school's file servers.
2. Make determinations on whether specific uses of the computer are consistent with the District's Acceptable Use Procedure.
3. Deem what is appropriate for use of personal computers on District property or on the BSD's Network.
4. Remove the user's access to the network and suspend the right to use the privately owned computer in District facilities at any time it is determined that the user is engaged in unauthorized activity or is violating the Acceptable Use Procedure.

Exhibits:

- | | |
|-------------------|--|
| 6800.3P Exhibit A | Technology Equipment Loan Form |
| 6800.3P Exhibit B | Technology Equipment Return Form |
| 6800.3P Exhibit C | Mobile Computing Device Insurance Form |