

## Instruction

### Administrative Procedure – Hardware Procedures

#### Property Rights

Kankakee School District Administration has the right to specify who uses its equipment and the information contained therein, under what circumstances, and for what purpose. All technology equipment purchased, including technology equipment received by way of a grant awarded to a staff member, school, or the District, is the property of the District. Staff, students, School Board Members, guests, volunteers, and other users have no ownership right to any equipment loaned to them by the School District. Use of District equipment and software for private or personal business is strictly prohibited and may subject the violator to disciplinary action.

#### Acquisition of Hardware

All hardware requests must be approved by the Instructional Programs Office, Technology Department, and Building Principal. Requests should use the 6:235-E5 Curriculum & Technology Proposal Form. The Technology Department will ensure all equipment conforms to the District's computer and network standards, meets minimum hardware specifications, and is purchased through the appropriate vendor at the best possible price.

#### Grants Including Hardware

Employees should not write grants including hardware technology without prior approval from the Instructional Programs Office and consultation with the District Technology Department. Any grant including the purchase of technology such as hardware, software, or other material that will be maintained by the District Technology Department must follow the procedures outlined in the Computer and Network Use Policy and 6:235-E5. Unless otherwise specified in the grant, all grants requiring the purchase of hardware must also include provisions for installation, wiring, network issues, and appropriate furniture.

#### Donation of Hardware

All donations of technology equipment must first be approved and processed through the District Technology Department to ensure the donation meets or exceeds the District's hardware standards and minimum specifications. Donated equipment accepted by the District becomes District property. Unless software licenses are included, the District shall purchase software licenses.

#### Installation of Hardware

Kankakee School District Technology Department is exclusively responsible for installing District technology equipment.

#### Hardware Movement

Hardware, including computers, printers, peripherals, telephones, etc, is inventoried by location through the District Technology Department. Hardware should only be relocated by District Technology personnel, Instructional Programs personnel, or District Custodial Staff. Prior to rearranging an office or classroom, the District Technology Department must be notified to facilitate the movement of technology equipment, minimize equipment failure, and ensure equipment is plugged into an active network connection.

#### Hardware Reallocation/ Data Backup

At times it is necessary to reallocate hardware as District technology needs change. As much as possible, data should be stored on a user's personal network drive. Storing data on individual machines is not recommended, and backups of such data are the user's responsibility. If a District user knows his/her

computer will be serviced, removed, or reallocated and is unable to back up the data stored on the computer beforehand, the District Technology Department must be informed before the computer is moved to assist with saving such data. The District Technology Department cannot be responsible for data loss due to user error or lack of communication.

#### Network Data

Network resources have been allocated for users to store personal and shared documents. Users are encouraged to save important documents to the network to ensure they are backed up and available if a computer's local hard drive crashes or equipment is reallocated. Network resources are limited and cost the District money to maintain. Users should only store work-related documents, should delete documents no longer needed, and should store only one copy of files on the network to conserve network disk space. Network disk space limitations can be established by the District Technology Department if deemed necessary.

#### Outside Equipment

Unless prior authorization is obtained from the District Technology Department, no outside equipment may be connected to the District network. Staff and students who connect outside equipment to the District network, without prior authorization from the Technology Department, will be held accountable and face possible disciplinary action. Outside equipment includes, but is not limited to computers, laptops, MP3 players, wireless routers, hubs, switches, phones, printers, all-in-one printers or scanners, cameras, USB flash drives containing third party software, and cell phones. Random scans for rogue devices may be performed by District Technology personnel at any time.

#### Mobile Devices

Kankakee School District Administration provides some staff members with mobile devices, such as laptops and cell phones. Although this type of equipment can be taken out of the District, it is District property. Use of mobile devices is a privilege, not a right, and the privilege may be revoked at any time for unacceptable use. Prior to receiving a mobile device, the staff member must sign the *District Device Use and Expectations* form. All mobile devices must be turned in to the District Technology Department during the summer months. Staff members with mobile devices are responsible for activity occurring on those devices. Staff members should take care with mobile devices to ensure they are not exposed to hazards such as food, drink, water, sand, and weather extremes. Care should also be taken to store mobile devices in a secure location to avoid theft. Mobile devices are to be used for educational purposes only; installation of non-District software is prohibited.

#### Energy Conservation

Technology equipment uses a substantial amount of energy. When equipment, such as SMARTBoards and projectors, is not being used for extended periods of time, it should be turned off. Projector bulbs are very expensive; bulb life and energy can be conserved if the equipment is turned off when not in use.

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