District Policies - Technology

This document covers the policies that govern the use and procurement of technology resources in the Zillah School District herein referred to as the District.

STANDARD TECHNOLOGY POLICIES

CONTENTS

FORMS

INFORMED INTERNET CONSENT (ACCEPTABLE USE POLICY)

POLICY OVERVIEW

The purpose of the Informed Internet Consent (often referred to as an "Acceptable Use Policy") form is to establish mutual understanding of the protocol and expectations for use of the District network and Internet systems.

IMPLICATIONS

The expected outcome of using the Informed Internet Consent form is to build a reliable and functional computer network. The form outlines what is considered acceptable use of the District system and lists activities that may reduce or hinder the reliability of that system. All users of the system must comply with the terms to the best of their abilities. Any questions may be directed to the Director of Technology.

This is filled out by all staff and students annually to help ensure that everyone has a current form and is made aware of any changes that were made.

WEB FILTER OVERRIDE REQUEST

POLICY OVERVIEW

This form is to be used when the standard Internet filtering policy inhibits a given user from meeting his/her functional obligations.

IMPLICATIONS

The Tech Department will work with the individual user to try and adjust the default Internet filter policy to suit their needs, but in the event a higher level of access is needed beyond the normal policy, this form would be used to request such a change.

The Tech Department will keep the form on file and will be reviewed annually.

PERSONAL PROPERTY

PERSONAL COMPUTING EQUIPMENT

POLICY OVERVIEW

In order to provide the best customer service possible, it is the department's recommendation to consolidate vendors and models of equipment and to standardize on products/services that will meet the needs of the District. It is the intention of the department to identify products with a long term sales cycle (12-18 months of availability) and to purchase based on the product adoption. This will allow us to easily maintain the predictability and usability of technology assets across the District as a whole.

IMPLICATIONS

In order to achieve this goal, all technology equipment acquisitions must be approved by the technology department in advance. This includes equipment requested through grant opportunities, contests, or other non-standard funding sources. The department will identify products that meet the needs of the requestor, and generate supporting quotes and requisitions. The staff members responsibility will be to make sure the funding sources have been identified and that the requisition and supporting quote are processed by the building principal or grant facilitator. In order to maintain consistency through the District, the following practices **are no longer acceptable**.

- Computers purchased with personal funds into the classroom/buildings
- Printers acquired with personal funds will no longer be allowed to be attached to District resources
    - Inkjet printers and personal laser printers are costly to support and maintain
    - The District supports the use of "Pod or shared printing environments" for staff to use
- Grants seeking technology related items must be cleared through the technology department prior to application process or purchase process depending on the grant. We support the use of grants to bring technology into the classroom, but at the same time we must also strive to achieve consistency of products being purchased to promote a predictable computing experience for all staff.

BRING YOUR OWN DEVICE (BYOD)

LAPTOPS/TABLETS/SMARTPHONES

As the District prepares for a sample BYOD initiative, we must clearly define what that is and how it relates to staff and the limitations that are imposed on personal computing devices as they pertain to the BYOD initiative.

WHAT WILL BE ALLOWED ON MY PERSONAL DEVICE?

Personal devices will be allowed the following rights on the District network

- High-speed Internet access with restricted user-level filtering applied
  - In order to protect the District network, a higher level of filtering must be applied to "outside" or personal devices as we cannot guarantee the integrity (up-to-date virus protection, all applicable OS patches, Anti-Spyware/Malware defense) of the device.

WHAT WILL NOT WORK ON MY PERSONAL DEVICE?

While we will try and accommodate the most basic use of personal devices on the network, we must also maintain the usability and integrity of the District network system. The following services will not be available to personal BYOD based devices.

- Direct interaction with the main District network and systems (a.k.a. network file system access)
- District printing devices/services