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## **USE OF PRIVATELY OWNED TECHNOLOGY (TEC-P009)**

(WITHIN WENATCHEE SCHOOL DISTRICT)

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### **1.0 SCOPE:**

- 1.1 This procedure describes the approval and scope of support of use privately owned technical equipment (computers and all related items) are under the guidance and oversight of the Technology Department.

**The online version of this procedure is official; therefore, all printed versions are unofficial copies.**

### **2.0 RESPONSIBILITY:**

- 2.1 Director of Operational Technology

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Assistant Superintendent of Organizational Development

### **4.0 DEFINITIONS:**

- 4.1 Technical Equipment – Equipment comprising of computers and related to computer, network, audio-visual, telephone, broadcast or any other type of automated system relying on support from the Wenatchee School District Technology department.
- 4.2 TRT -Technical Resource Teacher
- 4.3 TSS –Technical Support Specialist
- 4.4 HOTSPOT –openly accessible wireless not requiring a password for guest internet access.

### **5.0 PROCEDURE:**

- 5.1 In accordance with Wenatchee School District Board Policies and Procedures 8350P, Paragraph C, the principal or supervisor must approve the use of personal equipment for instructional purpose. While Operational Technology may inform the building /department administrator of personal technology in use, enforcement of board policy lies with said administrator should improper use occur.
- 5.2 Common personal technologies, such as Smartphones, PDA's, digital cameras, Flash Drives (memory drives), or other type of external drive do not use consumable supplies and are ancillary devices in use. Any of these devices connecting to district equipment and creating instability to the system will be disconnected and associated proprietary software removed unless it is part of the original operating system.
- 5.3 Personal printers and scanners will only be connected via USB and not directly networked into the system.
- 5.4 Personal desktop computers, laptop computers, tablets, or smartphones may only use wireless building hotspots to ensure network security compliance. If a personal desktop or laptop is used on the district network, it must be available for inspection of current anti-virus and security updates by district technical staff. Violations of this process or district acceptable use policies will be reported to the Director of Operational Technology and the building/department administrator informed.

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- 5.5 No district funds will be used to upgrade, modify, or repair any equipment to make personal technology usable in the classroom, labs, or networks within the Wenatchee School District.
- 5.6 Personal technology cannot be supported in the following manner:
  - 5.6.1 Repair parts (including bulbs for digital projectors, batteries or any other fair wear/tear component) for computers, printers, peripherals, or cables for any equipment.
  - 5.6.2 Software upgrades requiring a monetary fee in order to upgrade.
  - 5.6.3 WSD licensed software, either by PGO, the building, or the district.
- 5.7 The district cannot support any personal technology brought in the building on district time. If support is arranged after district time, by other technical support, fees may not be charged back to the Wenatchee School District for any service.
- 5.8 The district assumes no responsibility for theft, damage, or other loss/compromise of personal technology or data kept therein.
- 5.9 Personal equipment wishing to use district network services in the building will connect through the building/district available open access (hotspot). No other access is permitted.
- 5.10 All personal devices will receive a PRIVATE IP address assignment (hotspot available DHCP) once data collection is complete for the location they are at. Configuration of said device is the responsibility of the owner and will not be configured by technical staff.
- 5.11 If the personal technology item is a PC running the Windows operating system, Anti-Virus, Firewall, and Spyware utilities must be installed and the license kept current at the owner's expense. The system will not be used for email outside of web-based access.
- 5.12 All personal technology that is interfaced with the WSD technology topology or is placed on the WSD network system must be used in IAW Wenatchee School District acceptable use policies and the State of Washington K-20 AUP. Failure to abide by AUP will be removed from the system.
- 5.13 Any personal technology equipment used on district networks may be inspected for standards compliance at any time, under the same conditions as WSD owned technology. Any registered personal technology that is suspect of violation of WSD or K-20 policies and procedures is subject to administrative inspection on demand, and if found in violation of local, state, or federal laws will be held by the district until turned over to local law enforcement.
- 5.14 Any personal technology not following this process steps prescribed within will be noted and the owner and building/department administrator informed of the required process. If equipment is in serious violation of district policies, it will be requested that said equipment be removed and a memorandum for record issued to the Assistant Superintendent of Organizational Development for action.

### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Wenatchee School District Board Policies and Procedures 8350P
- 6.2 Wenatchee School District Acceptable Use Policy
- 6.3 K-20 Acceptable Use Policy

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**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Server	Technology Operations	Until invalid	Discard as desired	No special protection

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
14-Feb-06	A	Original Release
24-Jul-07	B	2.0 Title change
2-Oct-07	C	Revised 5.6, 6.4 and Exhibit A to update form name change to TEC-F009
02-May-08	D	Revised Section 5.6, added 5.6.8, 5.10
23-Nov-09	E	Sections 5.1-5.4, 5.8-5.13 completely rewritten.
12-OCT-10	F	Sections 5.9-5.12 updated to reflect district open access availability. Definition added.
15-SEP-11	G	Removed 4.2, modified section 5.4 for clarification
03-NOV-11	H	Added tablets and smartphones to 5.4