

Paramount Unified School District

Usage of Non-District Owned (NDO) Devices on the District Network

Introduction

Staff members may use personal notebook computers and personal phones on the District wireless network. This document deals with non-District owned (NDO) equipment. Since it is NDO, we must be careful that we do not perform any work that would be considered a gift of public funds. This document will spell out what is acceptable as a minimum to uphold security, support, and service policies of the Technology and Ed Services departments. After that, the site administrator must monitor the usage, and have some discretion over what is acceptable.

Allowable NDO's; Minimum Standards

Printers and desktop computers are not allowable as NDO equipment because they are not personal devices that staff bring to and from the District. Printers and desktop computer must be approved by the Board as donations. Any NDO notebook computers connected to the District network must meet the current minimum California State standards for multimedia computers.

Pre-Approval

Site administrators must approve in advance and in writing their approval of NDO equipment being used on their sites, and their agreement to the policies.

Costs Paid by Sites

Any work performed, or support given on NDO equipment will be charged back to the sites requesting the work to be done. Internal labor will be charged back at the standard rate of \$26 per hour established in 1998, and external labor, parts and supplies are charged back at cost.

Nature of Work

All support and service attempted on NDO equipment is "best effort." Since the District does not own the equipment, there can never be any guarantee that the attempted work will succeed, because the District has no standing, warranty, or recourse for the hardware itself. This will not relieve the site from paying for the labor or parts used in the attempt, however.

Software Must be Listed and Licensed

All software that is loaded on the computer must be listed on the approval form, and the staff member must attest that the software is fully licensed (ie,

paid for) by that staff member. All unlicensed software must be removed before connecting the computer to the District network.

Required District Anti-Virus Software

It is extremely important that no viruses are brought into the District. Therefore, District technicians will install Anti-Virus software and completely scan the computer for viruses before connecting the computer to the District network. Sites will be charged back for the Anti-Virus software license cost, and any time associated with this installation.

Return to Previous Use – Exit Policy

When the staff member leaves the District or otherwise chooses to remove the NDO equipment, then the District must remove all District-owned hardware and software, and make an attempt to return the NDO equipment to its previous state. Any wireless authentication will be removed from the device. The District is not responsible for any loss of personal data or equipment that may become damaged or non-functional while in use at the District. By signing the Approval and Release Form, the staff member agrees to hold harmless the District in this regard.

District Software Licensing Policy

Each Computer purchased comes with Windows, MS Office, and virus software already licensed. District-wide software such as Outlook email and Synergy is licensed at the District level. There are no other District level software licenses.

- Any additional software being used must be purchased per computer
- A single copy of software must not be copied or installed on multiple machines
- Staff using unlicensed software are violating Federal software licensing laws
- Schools should inventory their software, and contact Technology immediately if they are aware of unlicensed software so that it can be removed.

**Paramount Unified School District
Request to Use Non-District Owned Equipment on the District Network**

Name (please print): _____

Site: _____ Location/Room: _____

I would like to use the equipment listed below on the District's network. I realize that I assume liability for the use of this equipment.

Notebook Computer

Brand and Model #: _____

Serial Number: _____

Operating System: _____ Version: _____

Application Software	Version
<i>Example: Microsoft Office</i>	<i>2010</i>

Employee signature below certifies that I am using this software, and it is fully licensed to me personally. Additionally, I certify that I will not install or use unlicensed software on this Non-District computer, nor any District computer.

Mobile device

Brand and Model #: _____

I request:

- Outlook & Calendar Synchronization
- District Wireless Network Access

Employee Signature: _____ Date: _____

As the site administrator, I approve the use of this non-District owned equipment in the District. I agree that the school site will bear all costs of supporting and connecting this equipment to the District network, that functionality is not guaranteed, and that I will monitor the use of all software to assure that it is licensed.

Approved by Site Administrator (print name): _____

Signature: _____ Date: _____

For Technology Use Only

- Approved Not Approved

Signature: _____ Date: _____

Troy Marshall, Director of Technology