References:

Purpose
This hardware/software policy serves as a living document. It will be used to guide the Technology Department in protecting and enhancing the effectiveness of network operations while delivering, implementing, and maintaining hardware and software suitable to the educational needs of the school district as well as its students, staff, and community.

Hardware
All hardware acquired for, or on behalf of The School District, will at all times remain the property of the district. All such hardware must be acquired and used in compliance with applicable licenses, notices, contracts, and agreements.

Hardware Purchasing
All purchasing of district hardware will be centralized within the Technology Department to ensure that all equipment conform to district standards and are purchased at the best possible price. All hardware requests must be approved by the department and building administrators prior to being forwarded to the Technology Department. Building Administrator approved purchases will be forwarded to the Technology Department via a help desk ticket who will provide the final recommendation and approval prior to placing the order.

Hardware Standards

Minimum PC specifications:	New PC Specifications:	District-approved hardware:
2.4 GHz	Intel Dual Core processor	Dell PC's & Laptops
1GB RAM	2.x GHz	SmartBoards
80GB HDD	4GB RAM	HP Laser printers
CDRW/DVD	160GB HDD	HP Deskjet printers
Windows XPSP3	DVDRW	HP Color laserjet printers
	Integrated audio & video	HP Scanners
	Windows XPSP3	3Com 3101, 3102, 3105 IP
	19" flat panel with sound bar	phones
	Optical scroll mouse	Flat panel monitors
	Standard keyboard	Digital cameras
	3-year warranty	IEEE Firewire cards
		USB flash drives without software

Employees needing computer hardware other than what is stated above must request such hardware based on the requirements in the hardware-purchasing section of this document.

Hardware Installation
The Technology Department is exclusively responsible for installing hardware on all district-owned and operated computers. Hardware installed by staff members will not be supported.

Outside Equipment
Under no circumstances will outside equipment be allowed to connect to the district network. Staff or students who connect outside equipment to the district network, without written permission from the Technology Department, will be held accountable for any physical or logical damages that may occur. Outside equipment includes but is not limited to personal PC's, laptops, MAC's, iPods, wireless routers, hubs, switches, phones, printers, all-in-one scanners, cameras, USB flash drives containing 3rd party software, or cell phones.

Software
All software acquired for, or on behalf of The School District, will at all times remain the property of the district. All such software must be acquired and used in compliance with applicable licenses, notices, contracts, and agreements.

Software Purchasing
All purchasing of district software will be centralized within the Technology Department to ensure that all applications conform to district software standards and are purchased at the best possible price. All software requests must be submitted via the software request form which drives both the curriculum needs justification as well as the test process that ensures compatibility on the network.

Software Licensing
All staff members are responsible for reading, understanding, and following all applicable licenses, notices, contracts, and agreements for software that he/she uses or seeks to use on district computers. If assistance is needed in interpreting license agreements, they should contact the Technology Department. Unless otherwise provided in the applicable license, notice, contract, or agreement, any duplication of copyrighted software, except for backup and archival purposes, may be a violation of federal and state law. In addition to violating such laws, unauthorized duplication of software is a violation of the district's hardware/software policy.

Software Standards
The following is a list of district approved majority-use software:
Adobe Acrobat Reader
Destiny
Infinite Campus
Inspiration
Kidspiration
Macromedia Flash
Macromedia Shockwave
Microsoft Internet Explorer
Microsoft Office 2003/2007
Microsoft Front Page 2003
Microsoft Windows Media Player
Microsoft Windows XP
Mozilla Firefox

Novell GroupWise
Quicktime
Symantec Antivirus
Skills Tutor
MegaMath
Exam View
eHarcourt Math
Eduplace
Discovery Education Streaming
Premier Assistive Technology
OAS
GALILEO

The following is a list of district approved alternative-use software:
Renaissance Learning
Education City
Tumblebooks
Various online subscriptions for library & reference
Brainpop

The following is a list of software that is strictly prohibited on the district network:
Real Media Audio
Skype or similar
Software consistent with packet sniffing, hacking, or security acquisition

Staff members needing software other than those listed above must request such software from the Technology Department via a software request form.

Software Installation
The Technology Department is exclusively responsible for installing software on all district-owned and operated computers. Software installed by staff members will not be supported.

Summary
This policy is intended to promote network operation effectiveness as well as optimize educational opportunities. Full cooperation with this policy is mandatory so that all goals can be met in accordance with district board policies. Any deviation from this policy will require the Technology Department to redeploy hardware or software solutions which will ultimately result in a loss of educational opportunities.