

Provo City School District
Procedure on Teacher Owned Network Devices
November 8, 2012

Provo City School District appreciates that staff members are interested in bringing their own network devices to be used for schoolwork and enhance educational opportunities. With this privilege come responsibilities and issues that must be addressed. The main issues are:

1. Security
2. Network stability
3. Liability for personal property
4. Virus protection
5. Repairs and upgrades

A staff member who brings his/her privately owned network device to school is personally responsible for the equipment. Responsibility for the maintenance and repair of the equipment rests solely with the individual. Any damage to the equipment is also the responsibility of the individual. No privately owned computers or other network devices, defined as such, may be attached to the Provo City School District network until authorization has been granted. Any device that connects in any way to an Ethernet or wireless network is considered a network device under this procedure.

Software residing on privately owned network devices must be personally owned. Antivirus software must be installed, active and updated on the privately owned computer to maintain virus protection on the District network. The District can provide antivirus software if necessary. Any software related damage or data loss caused by installing District owned antivirus software or removing current antivirus software is the responsibility of the owner.

District technicians will not service or repair any computer or network device not belonging to the District. No internal components belonging to the District shall be placed in any personal equipment, whether they are enhancements, upgrades or replacements. No software that is deemed by the Technology Department to be for personal use will be supported under any circumstance. If such software interferes with District approved software or hardware, a technician may remove it from the computer. Any damage caused by use on the Provo City School District network is the responsibility of the owner.

The District retains the right to determine where and when privately owned equipment may be connected to the network. The individual is responsible for the security of the equipment when it is not being used. Provo City School District does not guarantee the privacy or security of any item stored on or transmitted by any privately owned computer or network device.

A privately owned network device may be connected to the District network, including access to the Internet, under the following conditions:

1. Use of the network device must adhere to the Provo City School District's Acceptable Computer System Use Policy.
2. File storage on the network from privately owned computers is limited to schoolwork only. Technology Department Personnel will remove any items stored that are not directly related to schoolwork.
3. The individual must supply all necessary hardware/software and cabling to connect to the network.
4. Privately owned computers must be running active and updated virus detection software prior to accessing the network or Internet.
5. For Windows computers, the professional version must be installed. We support only professional versions of Windows from XP and newer. All critical Windows updates need to be current.

As it relates to privately owned network devices being used in Provo City School District facilities or on the Provo City School District network, Provo City Schools reserves the right to:

1. Monitor all activity, either Internet access through the School District web filter or intranet access on the School District network.
2. Determine whether specific uses of the network device are consistent with the District Acceptable Computer System Use Policy.
3. Log network use and monitor storage disk space utilized by users of personal network devices on the Provo City School District network.
4. Deem what is appropriate use of personal network devices on District property or on the Provo City School District network.
5. Remove the user's access to the network and suspend the right to use the privately owned network device in District facilities when it is determined that the user is engaged in unauthorized activity or is violating the Acceptable Computer System Use Policy. Violation of Acceptable Computer System Use Policy on personal network devices may also result in disciplinary action in coordination with policies set forth by Provo City School District Board of Education; this may include but is not limited to the removal of all access rights to Provo City School District network, probation or termination of employment.

I have read and consent to the above information. I am requesting that my privately owned network device be attached to the Provo City School District network. I understand that the information below must be completed before the device is added to the Provo City School District network. After returning this form and it is reviewed, your personal network device may be added to the network.

Brand Name: _____

Model: _____

Serial Number: _____

Ethernet MAC Address: _____

Wireless MAC Address: _____

Virus Software Installed: Yes

Date Added to Network: _____

Technology Staff Signature: _____

_____ Staff Name (printed)

_____ Staff Signature

_____ Location

_____ Date Agreement Signed