

Campbell County School District

Procedure on Teacher and Student Owned Computers

The Campbell County School District appreciates the fact that employees are willing to bring in personally owned computer equipment to be used for schoolwork and student use. However, several items must be addressed when connecting a non-KETS standard device to the district's network.

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

A student or staff member who brings privately owned computers/other technology devices to school is personally responsible for the equipment. Responsibility for the maintenance and repair of the equipment rests solely with the student/staff member. Any damage to the equipment is the responsibility of the individual. No privately owned computers, printers, or other devices may be attached to the district's network unless district technology department personnel have authorized the addition. All privately-owned computers attached and/or connected to the Campbell County School District's network are treated as Campbell County School District computers. Any device that runs Palm OS, Windows CE or Pocket PC or like product is considered a computer.

Software residing on privately owned computers must be personally owned and properly licensed. All devices must include up-to-date anti-virus software.

District technicians will not service or repair any computer not belonging to the district. No internal components belonging to the district shall be placed in any personal equipment, whether as enhancements, upgrades or replacements. No software that is deemed by the district technology department to be for personal use will be supported by district level personnel. If personal software interferes with the district network software or hardware, a technician may remove the personal software from the computer. Any damage caused by use in the Campbell County School District is the responsibility of the owner.

Technology peripherals (printers, scanners, projectors, etc.) purchased privately to be used in the school system must also be maintained by the owner. Purchasing perishable supplies to be used in equipment not owned by the district is the owner's responsibility.

The district retains the right to determine where and when privately owned equipment may connect to the network. The student/staff member is responsible for the security of the equipment when it is not being used. Campbell County School District does not guarantee the privacy or security of any item stored on or transmitted by any privately owned computers.

A privately owned computer can be connected to the district's network, including access to the Internet, under the following conditions:

1. The connection has been approved and performed by the district technology department.
2. Use of the computer must adhere to the Campbell County School District's Acceptable Use Policy.
3. File storage on the network from privately owned computers is limited to schoolwork only.
4. The individual must supply all necessary hardware/software and cabling to connect to the network.
5. Privately owned computers must be running current virus detection software prior to accessing the network or Internet. Staff/student must demonstrate to the technology department that the virus detection software is up-to-date and agree to maintain current virus detection software.

For privately owned computers being used in district facilities, the Campbell County School District reserves the right to:

1. Monitor all activity.
2. Make determinations on whether specific uses of the computer are consistent with the district's Acceptable Use Policy.
3. Log network use and to monitor storage disk space utilized by such users.
4. Deem what is appropriate use.
5. Remove the user's access to the network and suspend the right to use the privately owned computer in district facilities if at any time it is determined that the user is engaged in unauthorized activity or is violating the Acceptable Use Policy.

I have read and consent to the above information. I am requesting that my privately owned equipment described below be attached to the Campbell County School District's network.

Complete the information below and return this form to the Director of Technology.

Date _____
Brand Name _____
Model Number _____
Serial Number _____
Description (computer, printer, scanner, etc.) _____
Staff Member/Student (Printed Name) _____
Staff Member/Student Signature _____
School Site _____
DTC or Designee Signature & Additional Information _____

