



District I.T. Services & The S.H.I.E.L.D.

Students Helping I.T. and Educational Leaders Desk

HARDWARE & SOFTWARE POLICY

This policy serves as a living document that guides I.T. Services in protecting and enhancing the effectiveness of network operations. All hardware and software acquired for, or on behalf of Mukwonago Area School District, will remain the property of the district. All such hardware devices and software applications are expected to comply with applicable licenses, notices, contracts, and agreements.

Installation

The I.T. Services Department is exclusively responsible for installing all hardware and software on district-owned and operated wired or wireless devices. Staff and students are strictly prohibited from installing hardware or software of any kind, on district devices. All requests for hardware or software installation are required to come through the help desk via a [tech ticket](#).

Purchasing

MASD Technology Purchasing Guidelines are found [here](#). Any hardware or software acquired or installed outside these guidelines, will not be supported and may be at risk of being removed or uninstalled. Devices donated through organizations such as Donors Choose will not be supported if they do not meet the standards as defined in the guidelines.

Centralized purchasing is in place for the following reasons: Standardization, compatibility, license compliance, pricing, and decreased total cost-of-ownership.

Personal Devices

Personal devices can connect to the MASDPublic wireless network for purposes of Internet access only. All Internet content will be filtered. Please reference the technology-related board policies 7540.xx for details governing the use of personal devices and responsible use of 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 with interpreting license agreements, they should contact the I.T. Services 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.