



# Mukwonago Area School District

## Hardware/Software Policy

Updated May 1, 2017

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### Purpose

This hardware/software policy serves as a living document. It will be used to guide I.T. Services in protecting and enhancing the effectiveness of network operations while delivering, implementing, and maintaining hardware and software suitable to the educational needs of Mukwonago Area School District as well as its students, staff, and community.

### Hardware

All hardware acquired for, or on behalf of Mukwonago Area 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**

District hardware purchasing will be centralized within the I.T. Services Department to ensure that all equipment conform to district standards and are purchased at the best price as well as with corresponding licenses and warranties. All hardware requests must be approved by the department and building administrators prior to being forwarded to the I.T. Services Department. This includes technology purchased using grants or student activity funds. Building Administrator approved purchases will be forwarded to the I.T. Services Department via a help desk ticket who will provide the final recommendation and approval prior to placing the order.

**Apple devices** cannot be purchased via third party sites. They must be purchased through I.T. via the Apple Education website or they will not have the management capabilities we require in a shared environment.

**Chrome devices** cannot be purchased via third party sites. They must be purchased through I.T. via the most recent approved vendor. Chrome devices require a Google Management license. This license allows for enrollment into our managed domain so we can enforce acceptable use compliance and offer printing capabilities and support.

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.

Any hardware purchased or acquired outside these guidelines will be considered BYOD devices and therefore not added into District inventory or supported by the I.T. Services Department. Such devices include those received as donations or through organizations such as Donors Choose.

#### **Hardware Installation**

The I.T. Services Department is exclusively responsible for installing hardware on all district-owned and operated wired or wireless network devices.

#### **Personal Devices**

Personal devices are allowed to connect to the District wireless network for Internet access only. Please reference the technology related board policies 7540.xx for details governing the use of personal devices and responsible use of the network.

# Software

All software acquired for, or on behalf of Mukwonago Area 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 I.T. Services Department to ensure that all applications conform to district software standards and are purchased at the best possible price. This includes technology purchased using grants or student activity funds. 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, as well as the local operating system.

## **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 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.

## **Software Installation**

The I.T. Services Department is exclusively responsible for installing software on all district-owned and operated computers. Software installed by staff members without knowledge or consent of the I.T. Services Department will not be tolerated or supported.

Any software purchased or acquired outside these guidelines may not be supported by the I.T. Services Department due to incompatibilities with the network.

# 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 I.T. Services Department to redeploy hardware or software solutions which will ultimately result in a loss of educational opportunities.