District Technology Policies and Procedures

1. Acceptable Use Policy- refer to District Acceptable Use Policy for Details
2. Chromebook Use Contract - refer to the Chromebook Use Contract for details
3. Inventory -
   a. Asset Tags on Devices
      i. USD 417 technology staff take inventory of all technology equipment. The purpose of this is to know what physical devices we have in the district for auditing purposes, be able to attach service tickets to specific asset tags to build a "history" on a particular piece of equipment, and to find a lost or missing item should it ever happen as well as the end user of that device.
      ii. The end goal of this system is to have an asset tag and bar code assigned to every device and be able to pull up the information and history of that device with a simple scan.
   b. Gift/Grant Acceptance Guidelines
      i. USD 417 is always willing to accept technology software or hardware as a gift as long as it is compatible with our systems and needed for infrastructure upgrades. Please contact the District Office if you wish to give anything.
      ii. All gifts and grants become property of USD 417 and can be used per district needs.
   c. Hardware/software disposal process - In today's fast changing technological world, technology equipment and software can become obsolete and unusable for the district's needs. When that happens USD 417 has the following steps to dispose of these items.
      i. District Technology personnel will determine what products are no longer needed and consolidate a list of products.
      ii. Due to End User License Agreements (EULA's) we sign all software will be disposed of when the district no longer has a need. Software will not be transferred to a 3rd party.
      iii. Useable hardware will be cleaned and a list will be provided to parties in this order at fair market value for the product;
         1. Sold to district employees
         2. Sold to a 3rd party vendor
      iv. Non usable equipment will be picked up by an electronics recycling company to be destroyed and disposed of properly.
4. Filtering systems -
   a. USD 417 makes every effort to ensure that our network and Internet connection is filtered through several means. This could change from year to year as agreements expire and are renewed.

    b. Any effort by a user to circumvent this filtering may be a means for punitive action depending on the status of the user, e.g. student or employee.

5. Procedure for upgrading equipment -
   a. The Technology Coordinator will research and find the appropriate replacement for current equipment.
   b. Vendors will be contacted to find prices and bids will be taken if needed by board policy. Best effort will always be taken to get the best deal possible for the district.
   c. Students will get new devices every 4 years. 1-4, 5-8, 9-12. Pre-K and K would keep the same computers in their rooms for the 4-year duration. During those 4 years the best effort by the district technology staff will be made for the student to keep the same device. Exceptions will be made for transient students. At the end of the 4 year cycle all computers except the 12th grade machines are retained by the district. Graduating 12th grade students have the option of keeping their computer if they wish.
   d. Staff devices, projectors, document cameras, and servers will be replaced every 5 years.
   e. Network infrastructure will be upgraded every 5 years. Wireless access points, switches, routers, as needed.

6. Technology Fee -
   A technology fee is built into the yearly enrollment fee that each student must pay to attend USD 417.

7. Damage to District Equipment -
   a. Intentional damage or neglect to district equipment will be 100% the responsibility of the user for repair.
   b. In most cases a student will be using a Chromebook as their daily computer. They will also have access to labs with different types of computers. Damage to these devices will be handled using the same scale.
      i. First occurrence will be a 50/50 split, 50% of the repair being the responsibility of the family. A detailed invoice of parts and hours to repair will be provided on request.
      ii. Second and any subsequent occurrences the repair will be 100% the responsibility of the family. A detailed invoice of parts and hours to repair will be provided on request.
   c. All disciplinary action deemed necessary due to damage of district technology will be managed by the building administration.
   d. Every effort will be made to provide a loaner to the student, if one is available. If damage occurs to the loaner Chromebook the same rules for damage to the device will apply.

8. Lost or Suspected Theft -
   a. Devices supplied by USD 417 are property of USD 417 and on loan to the person it is given to whether it is Staff or Students. Take care of the device and keep an eye on it.

b. Devices that are lost or suspected stolen can be remotely disabled. A message will appear on the screen with contact information for USD 417.

c. After a period of time, depending on the situation this time will vary, we will report the device stolen and contact the local authorities.

d. The cost to replace lost or stolen district technology is the responsibility of the user. A detailed invoice for the replacement price will be provided on request. The user may file an appeal to the superintendent in writing requesting all or a portion of the replacement cost be waived based on unusual circumstances.

9. Bring your own Device (BYOD) -

a. To protect student and staff cybersecurity, USD 417 does not allow BYOD for student use.

b. Staff members must seek approval for use of a personal device on the district network through their building principal. The building principal must then make the request to the district IT director.

10. Internet of Things (IOT) Devices

a. These are devices that connect directly to the internet and perform a function such as play music or answer questions. Examples would be, but not limited to, Google Home or Amazon Alexa.

b. Due to their "always on" recording capabilities, there are potential violations of privacy laws and therefore not allowed in the district.

11. Intellectual Property (IP)

a. IP is a category of property that includes intangible creations of the human intellect, and primarily encompasses copyrights, patents, and trademarks. It also includes other types of rights, such as trade secrets, publicity rights, moral rights, and rights against unfair competition. Artistic works like music and literature, as well as some discoveries, inventions, words, phrases, symbols, and designs, can all be protected as intellectual property.

b. All IP created or housed on USD 417 equipment is the express property of USD 417. As such, USD 417 retains the ownership of this property when a staff member leaves the district or a student graduates.

12. District Google Workspace (Google) Account

a. Students- Accounts are deactivated July 1st following their graduation or immediately after unenrolling from the district. All disabled student accounts are deleted on January 1st every year.

b. Staff- Accounts are deactivated immediately upon departure from the district.

Board Approved 1/9/23
Subject to change