

# TECHNOLOGY

## Core Policy and Procedure Manual

Last Updated 02/07/2011

# # 1

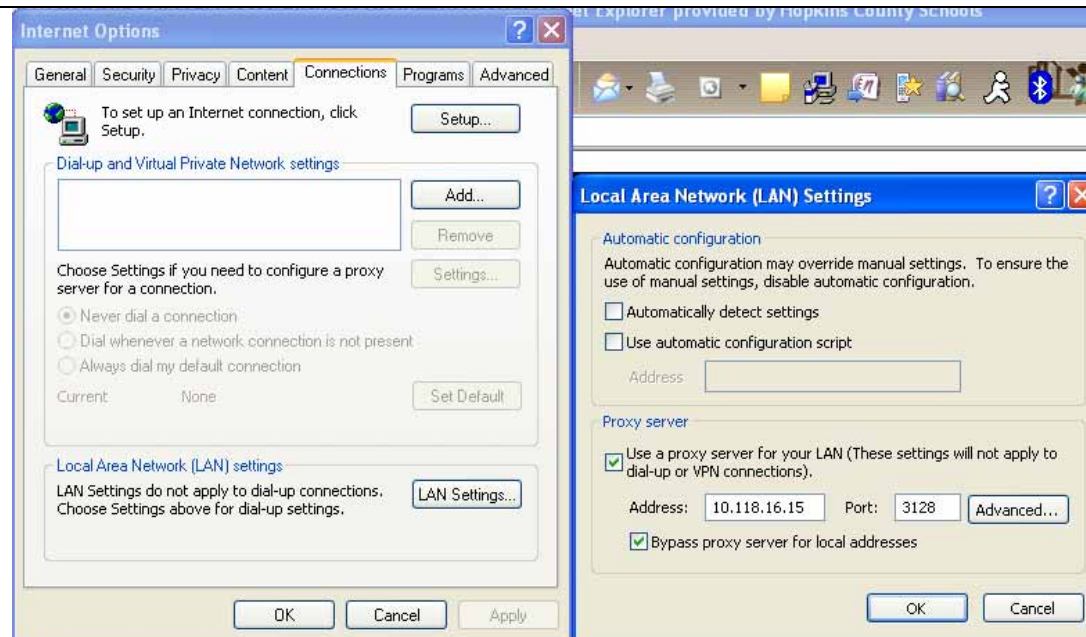
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COMPUTERS	
Purchasing	<ul style="list-style-type: none"> <li>All computers must be ordered through the Technology Departmental Secretary.</li> <li>All teacher workstations will be ordered with desktop speakers.</li> </ul>
Computer Setup	<ul style="list-style-type: none"> <li><u>Naming Convention</u> – XXX-##### (school number – asset tag)</li> <li><u>Macintosh Computer Naming Convention</u> – XXX-mac-#####</li> <li><u>Standard Software Loaded</u> – OS, Microsoft Office, Accelerated Reader (if applicable), Follett Card Catalog</li> <li><u>Standard Software Loaded through the Network</u> – Adobe products (Flash, Shockwave), McAfee Antivirus, Java</li> <li><u>Other</u> – If the computer is to be connected to a display (such as television or projector), an amplifier will be ordered for VGA cables longer than 10’.</li> </ul>
Donated Computers	<ul style="list-style-type: none"> <li><u>Level 1</u> – All donations will be routed to a technician who will evaluate the equipment to determine if the parts can be used or the machine meets the specifications to be entered into inventory and put on the network or used as a standalone machine in the classroom.</li> <li><u>Level 2</u> – If the machine meets the specifications for being attached to our network, it is entered into inventory and receives an asset tag (in the 90,000 range). If the machine is accepted as a standalone, the school should write in permanent marker on the CPU “<i>Property of Hopkins County Schools</i>” and take full responsibility for installing software, printers, repair, etc. <u>Only machine entered into inventory will receive an asset tag.</u> The accepting school must submit a donated equipment form to the asset tracker. <b><u>Technicians will not repair personally owned or donated devices, so once the equipment needs repair, it will be removed from the school.</u></b></li> </ul>
Personally Owned Computers	<ul style="list-style-type: none"> <li>Personally owned computers may only be used as standalone computers in the classroom; these machines will <u>not</u> be attached to the network or district printers/peripherals.</li> <li>Personally owned computers will not be repaired by technicians.</li> </ul>

<b>Moving Computers</b>	<ul style="list-style-type: none"> <li>The school is responsible for physically moving and reconnecting the computer and any peripherals.</li> <li>The <i>School Technology Coordinator</i> is responsible for assigning the asset to the correct room and teacher in our inventory system.</li> </ul>
<b>Retiring Computers</b>	<ul style="list-style-type: none"> <li>Computers that are beyond the scope/cost of repair may be properly retired in the inventory system.</li> <li>The <u>school technician</u> will remove the asset tag, strip the computer of any useful parts, and bring the computer back to the board office where it will be retired in our inventory program.</li> <li>The <u>technology departmental secretary</u> will complete the fixed asset transfer form for asset tracking.</li> <li>The district recycles retired equipment.</li> </ul>
<b>Administrator Rights</b>	<ul style="list-style-type: none"> <li>All teachers will have administrative rights on computers they log into in their <b>assigned</b> school. They will <u>not</u> have administrative rights on workstations outside of their assigned school.</li> <li>Students do <u>not</u> have administrative rights on workstations.</li> </ul>
<b>Mapped Network Drives</b>	<ul style="list-style-type: none"> <li>Teachers will receive a mapped network drive (X) to their school folder. Students are not able to view this drive.</li> <li>All students and staff will receive a mapped network drive (H) to their Home user folder. This folder is used by students for document storage and by staff as a backup folder.</li> </ul>
<b>Apple Macintosh Computers</b>	<ul style="list-style-type: none"> <li><u>Naming Convention</u> – XXX-imac-XXXXX or XXX-macbook-XXXXX (school number – asset tag)</li> <li><u>Standard Software Loaded</u> – iLife</li> <li><u>Standard Software Loaded through the Network</u> – None</li> <li><i>iMacs part of Dataseams initiative must follow specific rules</i></li> </ul>
<b>Workstations NOT District Owned (Health Dept, ROTC, Audubon, etc.)</b>	<ul style="list-style-type: none"> <li>These machines will NOT be joined to our domain without prior approval.</li> <li>Network access can be provided for Internet access only.</li> </ul>
<b>Battery Backups for Workstations</b>	<ul style="list-style-type: none"> <li>Administration staff, upon request, if need exists</li> </ul>
<b>N-COMPUTING</b>	
<b>Host Computer</b>	<ul style="list-style-type: none"> <li>Technicians will set up new n-computing to register to a specific host. Make sure than any connections are always made to the registered host.</li> </ul>
<b>Reconnections</b>	<ul style="list-style-type: none"> <li>Teachers will receive documentation on how to reconnect the devices. If the teacher needs assistance, the STC will be trained to provide assistance. A work order may be entered if the teacher and STC are unable to reconnect the devices.</li> </ul>
<b>End of Year</b>	<ul style="list-style-type: none"> <li>Teachers are to disconnect the devices and properly store them at the end of the year. Teachers are responsible for reconnections as stated above.</li> </ul>
<b>N-Computing Labs</b>	<ul style="list-style-type: none"> <li>It may be necessary in lab (that do not have an assigned teacher) to leave the devices plugged in at all times. If the floor must be waxed, after shutting down the computer and devices, unplug the power and network drop from the wall before moving the table. All devices stay intact.</li> </ul>

## LAPTOPS

Purchasing	<ul style="list-style-type: none"> <li>All new laptops will be ordered with a USB flash drive for the purpose of backing up your files. <b><u>It is strongly recommended that all important files are backed up to this flash drive in the event that your laptop is in need of repair.</u></b></li> </ul>
Laptop Setup	<ul style="list-style-type: none"> <li>Once a new laptop is received, the <b><u>user must plug it into the network</u></b> and log on to the HOPKINS domain using your network login account. The laptop WILL NOT WORK if you skip this step before taking it out of the district.</li> <li><b><u>Naming Convention</u></b> – XXX-MOBL - ##### (school number- MOBL or MINI– asset tag)</li> <li><b><u>Standard Software Loaded</u></b> – OS, Microsoft Office, Accelerated Reader (if applicable), Follett Card Catalog</li> <li><b><u>Standard Software Loaded through the Network</u></b> – Adobe products (Flash, Shockwave), McAfee Antivirus, Java</li> <li><b><u>Software loaded by the end user will not be supported.</u></b></li> </ul>
Wireless Internet	<ul style="list-style-type: none"> <li><b><u>The wireless connection will be set up when the laptop is loaded</u></b> and will automatically connect to the HOPKINS SSID if you are in a school where wireless is available.</li> </ul>
Using out of District	<ul style="list-style-type: none"> <li><b><u>Internet Explorer will be set to connect to the district proxy server.</u></b> If the user takes the laptop out of the district, Internet Explorer will not work unless the checkmark is removed for “use a proxy server for your LAN”. Do not remove the proxy numbers; simply uncheck this setting. When you return to the district, you will need to check the box again for “use a proxy server for your LAN”. (These settings are located within Internet Explorer: Tools – Internet Options – Connections tab – LAN Settings button)</li> </ul>



<b>Updates</b>	<ul style="list-style-type: none"> <li>Laptop computers must be returned to the school district, plugged back into a network drop, and logged on at least every 90 days so that they may receive their antivirus and Windows updates.</li> </ul>
<b>Laptop Support</b>	<p>Laptops are generally provided to school administrators and in laptop carts for student use. These will be replaced on a refresh cycle as funding permits and will be supported by our technical staff, including parts or replacement.</p> <p>The district provides each teacher with a workstation. In addition to the district-provided teacher workstation, schools may wish to purchase laptops for teachers. These are not refreshed in our refresh cycle, and we will support these additional devices in the following manner.</p> <ul style="list-style-type: none"> <li>We will provide warranty support to include parts for these devices if purchased on contract with a three year warranty.</li> <li>After the three year warranty:             <ul style="list-style-type: none"> <li>Parts may no longer be provided.</li> <li>Support options include:                 <ol style="list-style-type: none"> <li>We can format the laptop with a fresh operating system and Office. (Please make sure you keep files backed up at all times and can restore your files.)</li> <li>We can retire the laptop without replacement.</li> <li>The only option for connecting to the network might be the "Hopkins Web Access"</li> </ol> </li> </ul> </li> </ul>

	<p>wireless network (if available).</p> <p>4. The laptop can be used as a standalone machine (without network support) until it officially "dies".</p> <ul style="list-style-type: none"> <li>If the laptop is older than five years old, the only options for support are #3-4 listed above.</li> </ul>
<b>Laptop Inventory Checks</b>	<p>We will occasionally announce a <i>Laptop Inventory Check</i> at each school. All staff who have a laptop assigned to them will need to bring the laptop to school so that we can verify our inventory records. If we are not able to locate your laptop on that date, the assigned user will need to complete an Employee Laptop Loss or Damage Claim Form.</p> <p>If the laptop is not brought into the district during the laptop check:</p> <ul style="list-style-type: none"> <li>It will be removed from our domain.</li> <li>It will be retired from our inventory program.</li> <li>It will no longer receive technical support.</li> </ul>
<b>Recommendations to Laptop Users</b>	<ol style="list-style-type: none"> <li><b>KNOW YOUR ASSIGNED ASSETS.</b> Since you are responsible for the assets assigned to you, we strongly recommend that you take time to look at your assigned assets in our inventory program. Sign in <a href="#">here</a> and click on the staff accounts link. Find your name and click "View assigned assets". If an asset is incorrectly assigned to you, address this with your School Technology Coordinator.</li> <li><b>KEEP FILES BACKED UP.</b> This is always recommended, but even more so for those of you who have a laptop that is no longer under warranty. Our technicians are told to reformat the laptop if it takes longer than a reasonable amount of time to repair.</li> <li>If you use the laptop at home, <b>MAKE SURE YOU KNOW YOUR DSL/CABLE SETTINGS</b> in case your laptop gets formatted.</li> </ol>
<b>WIRELESS ACCESS</b>	
<b>Available Connections</b>	<ul style="list-style-type: none"> <li>District-owned devices will be connected to a secured wireless network (HOPKINS) when the equipment is initially set up.</li> <li>Personally-owned devices are allowed to connect to the <b>Hopkins Web Access</b> wireless network which provides web access only. No proxy settings are needed to connect to this network.</li> </ul>
<b>Acceptable Use</b>	<ul style="list-style-type: none"> <li>All policies contained within the current Acceptable Use Policy for Hopkins County Schools will apply to wireless network users.</li> </ul>
<b>Connection of Wireless Connectivity Equipment</b>	<ul style="list-style-type: none"> <li>Only the Technology Department is authorized to attach wireless hubs or switches (commonly known as access points) to the district network. Under no circumstances may personally owned access</li> </ul>

points or similar devices be connected anywhere on district premises.

## STUDENT ACCOUNTS

<b>User Account Creation / Deletion</b>	<ul style="list-style-type: none"> <li>• Student accounts are created and deleted automatically as entered into the student information system (SIS).</li> <li>• Changes in the student first name, last name, or middle initial will cause the previous student account to be deleted and will cause a new student account to be created.</li> </ul>
<b>Format of User Names</b>	<p>Students in grades K-12 shall have a network account. All student accounts will be in the form of firstname.lastname as entered in the student information system with the following exceptions:</p> <ul style="list-style-type: none"> <li>• If the first name and last name exceed 20 characters, the user name will be set to firstinitial.lastname.</li> <li>• If there is a duplicate username in the district, the username will be set to firstnamemiddleinitial.lastname.</li> <li>• If there remains a duplicate username in the district, the username will be set to firstname.lastname1. If there is still a duplicate username, the username would be set to firstname.lastname2, etc.</li> </ul>
<b>Passwords</b>	<ul style="list-style-type: none"> <li>• All new student account passwords will be set up in the following format: schoolnameGraduationYear. (Example: wbes2015) The student will be required to change his/her password upon the first login.</li> <li>• The School Technology Coordinator and teachers shall have the ability to reset student passwords using the tools on the tech support site.</li> <li>• Student passwords are to be kept secure. Any student who provides his/her password to another violates the Acceptable Use Policy and will be held responsible for the actions of the one using his/her identity.</li> </ul>
<b>Home Directories</b>	<ul style="list-style-type: none"> <li>• The students' MY DOCUMENTS folder will be mapped to the H drive.</li> <li>• Teachers will have read only access to view home directory contents by logging on to the tech support site and selecting "Student Accounts".</li> <li>• The School Technology Coordinator and teachers should monitor the contents of student home directories for inappropriate content.</li> <li>• Due to limited storage capacity and file size, students may not store executables, pictures, music, or videos in user home directories. Any of these file types will be immediately removed as discovered.</li> <li>• Contact the Help Desk at 825-6112 if students are not able to access their home directory.</li> </ul>
<b>Student Email</b>	<ul style="list-style-type: none"> <li>• Students, by default, will not receive an email account. The School Technology Coordinator has the ability to enable student email through the tech support site. (Schools must ensure the Acceptable</li> </ul>

	<p>Use Policy is on file prior to enabling student email accounts.)</p> <ul style="list-style-type: none"> <li>• The School Technology Coordinator and principal should use the “Student Enabled Email Accounts” report to stay apprised of enabled accounts at their school.</li> <li>• Since schools are responsible for enabling student email accounts, schools are also responsible for monitoring student email.</li> <li>• Only district-provided email accounts are supported and allowed within the district. Email accounts such as Yahoo, Gmail, Hotmail, etc. are prohibited.</li> <li>• Any student who will use email will need to reset their password when logged on to a workstation that is at least six characters in length.</li> </ul>
<b>One Concurrent Logon</b>	<ul style="list-style-type: none"> <li>• Student accounts are limited to one concurrent login.</li> <li>• The School Technology Coordinator may use the tech site to determine the last machine the student is logged into.</li> <li>• Work orders can be submitted with high importance for assistance with logon issues related to locked-out accounts or contact the Help Desk at 825-6112.</li> </ul>
<b>Connect Ed Automated Caller</b>	<ul style="list-style-type: none"> <li>• Student accounts in Infinite Campus are automatically imported into the Connect Ed database overnight.</li> </ul>
<b>STAFF ACCOUNTS</b>	
<b>User Account Creation</b>	<ul style="list-style-type: none"> <li>• Staff login accounts are created in the Personnel Department as hired.</li> <li>• Infinite Campus teacher accounts will also be created by the Personnel Department as hired. The password may or may not be the same as the network password.</li> </ul>
<b>Format of User Names</b>	Staff accounts will take the form of firstname.lastname. If there is already a user in the district with that username, the middle initial will be appended to the first name. (Example: John David Doe will be johnd.doe)
<b>Passwords</b>	<ul style="list-style-type: none"> <li>• Staff passwords must be a minimal requirement of 6 characters that contain at least three of the following: uppercase character, lowercase character, base 10 digit (0-9), special symbol (for example: !@#\$%).</li> <li>• Staff passwords are to be kept secure.</li> </ul>
<b>Home Directories</b>	<ul style="list-style-type: none"> <li>• Staff member storage is provided on the local hard drive in the My Documents folder.</li> <li>• Your centralized home directory is mapped to the “H” drive under MY COMPUTER. This drive can be used as a secondary directory for centralized files that you will have access to from any computer you are logged on to.</li> <li>• The user is responsible for backing up any files stored in both the My Documents folder on the local machine AND the centralized home directories as these files are not backed up by the district.</li> </ul>
<b>Email</b>	<ul style="list-style-type: none"> <li>• Teachers will receive a Live@edu email account by default when the network account is created. It</li> </ul>

	may take up to two hours for the account to be provisioned.
<b>Connect Ed Automated Caller</b>	<ul style="list-style-type: none"> <li>• Staff accounts within Connect Ed are managed at the school level.</li> </ul>
<b>Changes in Infinite Campus Census Data</b>	<ul style="list-style-type: none"> <li>• Staff members may use the MY DATA link within Infinite Campus to request updates to demographics, assignments, and household information.</li> </ul>
<b>SOFTWARE</b>	
<b>Screening Process</b>	<ul style="list-style-type: none"> <li>• Level 1 – The teacher will submit an evaluation form and a demo copy of the software to our TRT. The TRT will evaluate the software based on purpose/need and general functionality. All software evaluation forms and pertinent information will be filed for future reference.</li> <li>• Level 2 – The TRT will pass acceptable software to the school technician who will review the technical specifications and network requirements.</li> <li>• Level 3 – The school technician will install the software on a workstation for more elaborate testing.</li> </ul>
<b>Supported Software</b>	Due to the wide variety of software packages that are available on the market today, it is impossible for any support group to be an expert in all software packages. Therefore, we will be generating a list of supported software packages that are already widely used and supported in the schools and/or have been screened by the technology staff and found not to conflict with existing software. Software that passes through all levels of screening may be purchased and will be supported.
<b>Unsupported Software</b>	<p>Software that is purchased and installed without passing through the screening process will be considered “unsupported software”. If unsupported software is found to create problems on the workstation or with other supported programs, the technology staff may be required to uninstall the software. Unsupported software programs may impact district computers in one or more of the following ways:</p> <ul style="list-style-type: none"> <li>• Cause conflicts with supported software applications or vital operating system files</li> <li>• Cause conflicts with vital functions such as printing and web browsing</li> <li>• Poses a potential security risk</li> <li>• Cause computers to boot and/or operate slowly</li> <li>• Install spyware or adware</li> </ul> <p>Cause additional work load for technology staff, hence increasing response time to work orders</p>
<b>Microsoft Office at Home</b>	Hopkins County School staff members who wish to install Microsoft Office for home use can purchase through the Microsoft Student Select program. Visit the following website for current discounts and



	specials: <a href="http://e5.onthehub.com/WebStore/ProductsByMajorVersionList.aspx?ws=2388998e-27f4-db11-b8b4-0030485a6b08&amp;JSEnabled=1">http://e5.onthehub.com/WebStore/ProductsByMajorVersionList.aspx?ws=2388998e-27f4-db11-b8b4-0030485a6b08&amp;JSEnabled=1</a>
<b>Shareware / Freeware</b>	Shareware/freeware shall not be loaded on district workstations.
<b>Work Orders for Software</b>	<ul style="list-style-type: none"> <li>Supported Software – Technical work orders will be passed to the school technician. Training work orders will be passed to the TRT.</li> <li>Unsupported Software – If the software is found to create conflicts with existing supported software or the operating system, the software will be uninstalled. Otherwise, the school will be directed to the vendor’s technical support.</li> </ul>
<b>Software Versions Supported</b>	<ul style="list-style-type: none"> <li>Java 6 Update 6.1.6</li> <li>Flash 9.0.124.0</li> <li>Adobe Reader 9.0</li> <li>Shockwave 10.0.023</li> <li>Windows XP, VISTA</li> <li>Microsoft Office 2003, 2007, 2010</li> </ul>
<b>SMART CLASSROOMS</b>	
<b>Before Purchasing</b>	Before purchasing, please complete a ‘Smart Classroom Item Request’. This will help us determine an approximate cost for the project. Smart classroom equipment may require power, a mount, VGA cables, and coax cables.
<b>Purchasing</b>	<p>All purchases for projectors, televisions, digital document cameras, interactive whiteboards (such as Smart Boards and Airliners), and clicker sets (such as CPS and Turning Points) MUST be ordered through the Technology Departmental Secretary so that these assets can be properly tracked and entered into inventory.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The <b><u>school principal</u></b> will submit the <b><u>Smart Classroom Item Request</u></b> to the <i>Technology Departmental Secretary</i>. The form will provide the information needed to determine <u>total</u> cost of the project.</li> <li><input type="checkbox"/> A copy of this form will be provided to <b>Maintenance</b>. Both departments will confer on cabling requirements and structure.</li> <li><input type="checkbox"/> If necessary, a technician will complete an onsite inspection for more details and development of a materials list.</li> </ul>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> For television and Smart Board installation, <b>Maintenance</b> will do an onsite inspection to approve/determine location of mount.</li> <li><input type="checkbox"/> The <i>Technology Departmental Secretary</i> will confer with the school principal when a final cost for the project is determined.</li> <li><input type="checkbox"/> If approved by the purchaser, the <i>Technology Departmental Secretary</i> will order the item(s) after a funding code is provided.</li> </ul>
<b>Delivery/Setup</b>	<ul style="list-style-type: none"> <li>• Projectors will be delivered and set up by the school technician. Please check with the Maintenance Department on electrical needs prior to ordering ceiling mounts. The school will be responsible for hiring and coordinating the installation of surround sound speakers, if applicable.</li> <li>• The Technology Departmental Secretary will enter a work order to the appropriate department for installation of smart classroom equipment.</li> <li>• Digital document cameras, interactive whiteboards, and clicker sets will be delivered by our technology trainers who will provide a brief overview of connection procedures and equipment use.</li> </ul>
<b>Naming Conventions (in Inventory Program)</b>	<ul style="list-style-type: none"> <li>• Airliners = Airliner-XXXXXX (asset tag)</li> <li>• Smartboards = Smartboard-XXXXXX (asset tag)</li> <li>• Clicker Sets = Clickers-XXXXXX (asset tag)</li> <li>• Projectors = Projector-XXXXXX (asset tag)</li> <li>• Printers = Printer-XXXXXX (asset tag)</li> <li>• Camcorders = Camcorder-XXXXXX (asset tag)</li> <li>• Cameras – Camera-XXXXXX (asset tag)</li> <li>• Flip Cameras = Flip-XXXXXX (asset tag)</li> <li>• Televisions = TVWW-XXXXXX (WW=width, XXXXX=asset tag)</li> <li>• Scanner = Scanner-XXXXXX (asset tag)</li> <li>• iPad = iPad-XXXXXX (asset tag)</li> </ul>
<b>Installation of Projectors</b>	<ul style="list-style-type: none"> <li>• Schools should understand that school funds are used to replace projector bulbs. The cost ranges from \$250-\$350 per bulb.</li> <li>• Projectors will be mounted by <b>Technology</b>.</li> <li>• <b>Maintenance</b> will follow up with power installation (<i>if applicable</i>).</li> <li>• A technician will follow up for installation of cabling and to close the work order.</li> </ul>
<b>Installation of Televisions</b>	<ul style="list-style-type: none"> <li>• Televisions 32” and smaller will be installed by <b>Maintenance</b>.</li> <li>• Televisions larger than 32” will be installed by a <b>sub-contractor</b> due to liability issues.</li> </ul>

	<ul style="list-style-type: none"> <li>If VGA connections are requested, the school should submit a tech request after the television is installed.</li> </ul>
<b>Installation of Smart Boards</b>	<ul style="list-style-type: none"> <li>Smart Boards will be mounted by <b>Maintenance</b>.</li> <li><b>Technology</b> will follow up with installation of cabling and to close the work order.</li> </ul>
<b>Training</b>	Training is mandatory for any Smart Classroom equipment ordered by the district. If school funds are used to purchase the equipment, support will be provided only if basic training (and/or advanced) is accepted at the time of delivery. If this training is waived, the tech staff will not be obligated for support of this equipment.
<b>Transfer of Equipment</b>	All smart classroom equipment is associated with a user in our inventory system. If the equipment is transferred to another teacher, the STC must transfer that equipment to the new user in the inventory system. The system will flag the equipment as “untrained”, and the user will be contacted to schedule a basic or advanced training session.
<b>Reconnection of Peripherals (Start of School)</b>	It will be the responsibility of the school to reconnect any equipment unhooked for cleaning or other purposes. Part of the basic training offered for any smart classroom equipment will be installation instructions. Teachers are expected to attend to simple peripheral connections. Any work orders submitted for reconnection issues will be flagged for training.
<b>Technical Support</b>	Work orders may be submitted for training or technical issues related to end user equipment that has been associated with (at a minimum) basic training.
<b>INTERNET</b>	
<b>Student Internet Privileges</b>	Students have a restrictive internet profile that prevents them from visiting inappropriate sites and those sites that have not yet been rated by our internet filtering subscription service. Teachers do have the ability to unblock a site if they deem in safe for students.
<b>Staff Internet Privileges</b>	Staff members have a less restrictive internet profile and must be careful to log off machines they are not physically using so that students continue to be protected on the internet as required by federal laws.
<b>Access Denied Page Options</b>	All domain users will have access to the REQUEST ACCESS link that is displayed when a site is blocked. Staff members have access to the OVERRIDE link that is displayed when a site is blocked. User credentials may be entered to unblock a specific URL for a specific user for one hour.
<b>Restricted Generic Internet Account</b>	Contact the Help Desk for information on guest internet access, if needed. (Account: webaccess)

<b>OTHER MOBILE DEVICES</b>	
<b>District Owned Cellular Devices</b>	District employees who receive a district owned cellular device will be required to complete a cellular phone agreement.
<b>Personally Owned Wireless Devices</b>	Upon request, users may be provided information on how to connect their wireless devices to our wireless network and configure the device to receive district email. Technology department staff and NOT allowed to support or configure personal devices.
<b>Student Personal Laptops</b>	If the school technology committee decides to allow students to bring personal laptops to school, the following policy must be read and signed by students: <a href="http://www.hopkins.kyschools.us/studentlaptop">http://www.hopkins.kyschools.us/studentlaptop</a>
<b>iPads</b>	<ul style="list-style-type: none"> <li>• All iPads will be set up by the Technology staff prior to school delivery with wireless and browser settings.</li> <li>• iPads for Directors and Teachers – In most cases, the user will be responsible for all iTunes connections and synchronizations.</li> <li>• iPads for Students – We do not currently offer support for network access on student iPads. A centralized iTunes account will be used to load software for student use.</li> </ul>