

E – BUSINESS MANAGEMENT

E – 1 Approved Hardware Policy

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Impact of Implementing Recommendations:

Once fully implemented, the standards recommended in this policy will:

- reduce the total cost of ownership of Trussville City Schools computer systems on a per unit basis
- provide an environment which will enable the Trussville City Schools to implement new systems with a minimum of upgrades and additions
- provide an infrastructure which allows all Trussville City Schools employees to communicate via electronic mail and schedule meetings via a shared calendaring system.
- provide an infrastructure which allows the Trussville City Schools to build and deliver web-based applications to our internal and external customers.

Achieving these standards will involve changes to both computer technology and people. Departments will need to be aware of the cultural change that implementation of these standards may bring to their organizations and plan ways to help with the adjustment (i.e., training, user manuals, conversion of existing systems, support needs).

PURCHASING PROCEDURES

Technology Department approval is required to purchase or accept for donation any technology item. All technology purchase orders must be routed through the Technology Department.

The Superintendent and Director of Technology will develop an approved hardware list and Donation Guideline.

PROHIBITED SOFTWARE

The following is a list of software that is unapproved, is incompatible with our current network configuration, or violates the TRUSSVILLE CITY SCHOOLS Acceptable Use Policy.

- Any non-instructional games, especially those that involve the Internet or Trussville City Schools network.
- Any program that is designed for the collection or sharing of music.
- Any program that is designed to stream audio/video media such as online radio stations.
- Any program that is designed to replicate, damage, or hinder the performance of a computer or the TRUSSVILLE CITY SCHOOLS network in any way such as a virus.
- Network "sniffers," network monitoring software, and other hacking tools.
- ANY unauthorized or unlicensed software. No one is allowed to install any software on any computer without a license purchased by TRUSSVILLE CITY SCHOOLS and/or the express permission of the Technology Department.

If you know that any of these programs are installed on your computer or any other computer in our district, please contact the Helpdesk.

ADDITIONS TO THE APPROVED LISTS

Departments, programs or schools wishing to have items added to the lists may submit a request to the appropriate department (Curriculum, Special Education, etc.) who will work with Technology Department personnel to approve or deny the request. Requests must be submitted prior to the purchase of the item. The criteria for an addition to this list is:

1. The item provides functionality not found in the current approved list.
(For example, requests for items such as Word Perfect or other software that duplicates Microsoft Word would not be approved.)
2. Any item used in a classroom setting that satisfies curricular needs.
3. The item is compatible with existing network, operating systems, & equipment.

Any department, program or campus purchasing items, regardless of funding source, without prior approval from the Technology Department may not install the item(s) on a computer or connect them to a building's LAN (local area network) or TRUSSVILLE CITY SCHOOLS's WAN (wide area network). Any items found in the district that did not follow the proper approval process will be collected and used at the discretion of the Superintendent or Director of Technology. The Technology Department will not accept responsibility for the installation, operation, training, or maintenance of unapproved items. The purchaser will assume full responsibility for returning the unapproved item(s) to the vendor and will incur any monetary losses.

Please be aware, items needing to be connected to the TRUSSVILLE CITY SCHOOLS network may require the purchase of additional hardware such as network drops, hubs, switches, media converters, and print servers. If this is a concern, please contact the Technology Department.

INSTALLATION PROCEDURES

All requests for new software or hardware installation must be submitted through the Helpdesk using the Work Order Request Form.

DONATION GUIDELINES

Donated items must be approved by the Technology Department before the donation is accepted. Donations must be in working order and meet or exceed the minimum donated equipment standards. Donated equipment has hidden costs for which the Technology Department does not budget, such as network connections, software packages and licenses. Additionally, equity and consistency issues are examined in the placement of all donated equipment.

For more information about TRUSSVILLE CITY SCHOOLS' hardware & software standards, or to donate equipment, contact:

Director of Technology
Trussville City Board of Education
113 North Chalkville Road
Trussville, AL 35173
(205) 228-3000

APPROVED: TRUSSVILLE CITY BOARD OF EDUCATION, October 3, 2005

AMENDED: October 2, 2006, April 2, 2006

LEGAL REFERENCE: