

# GCSB Personal Network Device Policy

Personal network devices can be used on the network; however, a few expectations must be met. These expectations are not listed solely for the purpose of controlling how personal property is used but instead to protect Glenwood Community School District's network. Network devices include any networked device someone brings to GCSB's schools. These may include, but are not limited to, a laptop, tablet PC, PDA, Palm Pilot, Blackberry or printer. All devices on the network must be configured in such a way as to prevent problems. One wrongly configured device can disrupt the entire network.

## Expectations:

- The owner of the device is solely responsible for how the device is used regardless of who is using the device. The owner of the device is also solely responsible for the network configuration of the device.
- The device is in good enough condition to be on the network. In other words, if the device has a poor quality network interface card or a corrupt operating system it could cause problems for the other devices on the network.
- The owner of the device understands how to set up the device for use on the network and owns all necessary equipment for setting up the device. Cables network, cords, dongles, and antennas cannot be borrowed from the school system.
- The owner and all users of the device understand that no workstation will be disconnected from the network in order to provide a free drop for the device without prior permission. Remember that people doing academic work will have priority.
- The owner of the device is responsible for the security of the device. Remember that devices have been stolen before.
- The device is running the latest virus protection software including the latest weekly virus definition files.
- The device is running the latest security patches for its Operating System.
- The device is free of spyware, adware, worms, viruses, Trojan horses, and peer to peer software that could disrupt the network.
- The device is not to be used for any illegal activity, peer to peer file sharing (including Kazaa, Limeware, Napster, etc.), hacking or cracking this network or any other, downloading large files, or viewing (or listening) to non-educational streaming media.
- The device is not running any Internet or web hosting services and does not have Internet Connection Sharing services turned on.
- Users may not use their devices for instant messaging.
- Users must have signed and approved Acceptable Use Policy on file in the district.
- GCSB reserves the right to inspect any personal network device for the purpose of ensuring network stability and adhesion to this policy.
- All devices must be registered with the technology department prior to being connected to the network.

*I have read and understood the information on this sheet.*

|   |   |                       |
|---|---|-----------------------|
| _____<br>Signature                          | _____<br>Date                               | _____<br>Printed Name |
| _____<br>Type of Device (laptop, PDA, etc.) | _____<br>Brand (Dell, Apple, HP, etc.)      |                       |
| _____<br>Computer/Host Name                 | _____<br>Location for Connection            |                       |
| _____<br>Adapter Address (Physical/Land)    | _____<br>Adapter Address (Wireless/Airport) |                       |