

Nicholas County Schools

Policy on Teacher and Student Owned Computers

Nicholas County Schools appreciates that students and staff are willing to bring in computer equipment that is personally owned, to be used for schoolwork and to enhance educational opportunities. With this privilege comes responsibilities and issues that must be addressed. The main issues are:

1. Security
2. Network stability
3. Liability for personal property
4. Virus protection
5. Repairs and upgrades

A student or staff person who brings their privately owned computer to school is personally responsible for the equipment. Responsibility for the maintenance and repair of the equipment rests solely with the student/staff person. Any damage to the equipment is the responsibility of the individual. No privately owned computers, or other devices defined as such may be attached to the Nicholas County Schools network except by Technology Department personnel, and only when authorized by the District Technology Coordinator and/or Network Administrator. All privately-owned computers attached and/or connected to the Nicholas County Schools network are treated as Nicholas County School owned computers. Any device that runs Palm OS, Windows CE, Windows Embedded, Pocket PC, or can connect in any way to an Ethernet or wireless (802.11a/b/g) network is considered a computer under this policy.

Software residing on privately owned computers must be personally owned, except in the case of antivirus software used by the School District. The District's antivirus software must be installed on the privately owned computer to maintain virus protection on the District's network. Any other antivirus software installed on the privately owned computer will be removed.

District technicians will not service or repair any computer not belonging to the District. No internal components belonging to the District shall be placed in any personal equipment, whether as enhancements, upgrades or replacements. No software that is deemed by the Technology Department to be for personal use will be supported under any circumstances. If such software interferes with District approved software or hardware, a technician may remove it from the computer. Any damage caused by use on the Nicholas County Schools network is the responsibility of the owner.

The District retains the right to determine where and when privately owned equipment may be plugged into the network. The student/staff person is responsible for the security of the equipment when it is not being used. Nicholas County Schools does not guarantee the privacy or security of any item stored on or transmitted by any privately owned computers.

A privately owned computer can be connected to the District's network, including access to the Internet, under the following conditions:

1. Use of the computer must adhere to the Nicholas County Schools Acceptable Use Policy.
2. File storage on the network from privately owned computers is limited to schoolwork only. Anything not directly related to school work will be removed by Technology Department Personnel.
3. The individual must supply all necessary hardware/software and cabling to connect to the network.
4. Privately owned computers must be running District-installed virus detection software prior to accessing the network or Internet.

As it relates to privately owned computers being used in Nicholas County Schools District facilities or on Nicholas County Schools Network wireless or otherwise, Nicholas County Schools reserves the right to:

1. Monitor all activity, either Internet access through the school district's proxy server or intranet access on the school's file servers.
2. Make determinations on whether specific uses of the computer are consistent with the District's Acceptable Use Policy.
3. Log network use and monitor storage disk space utilized by users of personal computers on Nicholas County Schools Network.
4. Deem what is appropriate for use of personal computers on District property or on the Nicholas County Schools Network.
5. Remove the user's access to the network and suspend the right to use the privately owned computer in District facilities at any time it is determined that the user is engaged in unauthorized activity or is violating the Acceptable Use Policy. Violation of Acceptable Use Policy on personal computers may also result in disciplinary action in coordination with policies set forth by Nicholas County School's Board of Education or by the individual school based decision making council; this may include but is not limited to removal of all access rights to Nicholas County Schools Network.

I have read and consent to the above information. I am requesting that my privately owned computer equipment be attached to the Nicholas County Schools network. This contract will be reviewed by the District Technology Coordinator and/or Network Administrator and by School Administration Staff. Network access rights may be removed by School principals or by the School or District Technology Committee. The information below must be completed by District Technology Staff when the laptop is added to Nicholas County School's network. Please sign below and return this form to the District Technology Coordinator in order for your personal computer to be added to the network. After returning this form and after it is reviewed by District Technology Staff you will be contacted with instructions on having your personal computer added to the network.

Brand Name	Model No.	Serial No.	Description
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MAC Address (wireless)	MAC Address (wired)
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Operating System	Virus Software Installed
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Student/staff (signed)	Parent/Guardian (signed) (if student)	Date
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Student/staff (printed)	Parent/Guardian (printed) (if student)
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Technology Staff Signature (when added to network)	Date Added
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Original Policy Source
 Milliner, Ron. E-Mail correspondence. 9 Jan. 2006.

Revised February 2006
 Nicholas County Schools Technology Committee