

## DaVinci Academy of Science and The Arts

**Policy Number: 707**

**Policy Section: 700 – Information Technology (IT) POLICY TITLE:**

**DASA Acceptable Device Policy**

### Revision History

<b>Effective Date</b>	<b>Action Date</b>	<b>Revised</b>
6/4/2016	<b>New Policy</b>	<b>New Policy</b>

Policy - 707

Effective Date: 6/4/2016

Revision Date:

**Purpose:** To protect the DASA data, network, and school-owned devices. To propose standards for responsible technology use in the workplace, allowing for simpler and more cost effective maintenance. To make training more manageable and accessible. And to help fulfill the request of content filtering -HB 343 (<http://le.utah.gov/~2016/bills/static/HB0343.html>), “Student Data Privacy -house bill358 (<http://le.utah.gov/~2016/bills/static/HB0358.html>), “Internet Privacy” - house bill 100S02 (<https://drive.google.com/open?id=0B3WFbMjA6GBSeW9tMWU2TjRRVfk>) and “Internet Safety for Public Schools”- house bill 206 (<https://drive.google.com/open?id=0B3WFbMjA6GBSdzdfRDJFZmxwZFE>). This policy serves as a supplement to all other DASA policies regarding acceptable use, hardware, software, data handling, etc...

**Definitions:**

1. “Device” as used in this policy and as defined by DaVinci Academy is any laptop, desktop, tablet or handheld digital device, smartphone, or other electronic device.

DaVinci Academy School provides devices to faculty and staff members for school-related business as a tool for productivity, curriculum, tech integration, research, and communication. It is not intended to take the place of any personally owned devices. Use of the devices must be in compliance with the DaVinci Academy Acceptable Use Policy -701 and all applicable federal, state, and local laws, and must never have an adverse impact on uses of technology and information resources in support of the DaVinci’s mission and vision.

This policy will be revised every 6 months to include new device technologies that we want to add to the “Device approved list” found in *Figure 1* under the “*Device Configuration and Software Licensing*” section.

**Guidelines for Appropriate Use**

1. Resources must be used for educational and administrative purposes only.
2. All school-owned devices will be available to the staff for use during the scheduled workday.
3. Minimal incidental personal use is an accepted benefit of being associated with the school’s information technology environment, but at no time shall any school-owned device be used for personal financial gain or for inappropriate, unlawful activities.

**Consequences of Inappropriate Use**

1. Staff members must exercise sound judgment when using technology. The school reserves the right to deny access to, or to request return of, its resources from individuals in violation of the school’s acceptable use policy.

- Staff members who inappropriately engage with school technology will be subject to disciplinary or legal action, up to and including termination of employment.

### Ownership of the Device

- DaVinci Academy School maintains ownership and propriety of its devices. Devices will remain with DASA's IT Department and must be returned when employment ends or as directed. Additionally, any documents or information stored on any DASA device is considered public record and will be subject to public disclosure upon request. Employees must immediately surrender their device and its contents upon the school's request.

### Device Configuration and Software Licensing

- Devices will be configured with a standard suite of programs created for them. Content area and grade levels may require unique programs that need to be installed on to their devices. For example, staff members may make changes to the configuration of their laptops. These changes could include, but are not limited to, adding printers or downloading a web browser. It should be noted that any changes a staff member makes to a school laptop may not be supported by the IT Department.
- DaVinci employs policies and expectations for appropriate software use, including the requirement to demonstrate a legal license for any program. Staff members are responsible for providing the IT Department with the appropriate licensing if they choose to install applications that differ from what the IT Department originally provides.
- Devices supported at DaVinci are shown in *Figure 1* below. All other devices are not supported at the school. If a needed exception arises concerning non-approved devices, then the IT Director, the Secondary Director, and the Executive Administrator will address it, ultimately rendering a judgment based on the device's adaptability to the school's system.
- Data concerning student information (FERPA) or DASA school internal business/intellectual property should be used and stored only on DASA owned devices and should never be shared with outside groups or people unless pre-approved by the ED.

*Figure 1 Device Approved List*

Type of device	OS or Model
Desktop/Laptop	Windows 7 Pro/Ent, Windows 8.0 Pro/Ent, Windows 8.1 Pro/Ent, Windows 10 Edu/Pro/Ent. (no support for home editions)
Chromebooks	Chrome OS 41-49
Tablets/Handheld Devices	Any Android based device that is running 4.3, 4.4, 5.0, 5.1 or greater. Any Windows device running Windows 8.0 or greater including 8.0 RT. <i>*note some enterprise features may not work with these devices if they are not pro versions.</i>

*There may be situations when running a non-approved device is suitable, only if the ED, Sec Dir and IT Director have approved of it for school academic reasons. Personal Apple products are not supported or allowed on the network neither are personal devices like printers.*

If you have to use an DASA owned Apple product for a specific reason, then you will agree to the following terms **(taken from USOE's Mac Computer policy);**

- I will not connect the Macintosh Computer to the DASA Internal Network or any network resource.
- I understand I may only connect the Macintosh Computer to an isolated network such as the guest wireless.
- I will install virus protection and a local firewall and keep all software updated at all times on the Macintosh Computer.
- I will not store any DASA data (FERPA defined student data) on the Macintosh Computer.
- I will not install any non-work related software on the Macintosh Computer and understand that all non-work related software as part of the initial install will be removed.
- I understand the DASA IT Department will not provide technical support for the Macintosh Computer.
- I understand the Macintosh Computer may be requested by the IT Department at any time and is subject to monitoring and inspection.

### **Student classroom computers, department laptop carts, library computers and lab computers**

1. Teachers must check out laptop carts from their respective department heads. Once they are checked out, teachers must keep a log of students using laptops in their classroom. When the period is coming to an end, teachers must inspect the computers for any potential damage incurred to them during their use. If any damage exists, teachers must report it immediately to their supervisor and/or the IT Director for further investigation.
2. Students are not allowed to take devices out of the classroom except for educational use. For the most part, all devices should remain in the classroom under the teacher's supervision.
3. Devices may be used as learning or behavioral incentives at the teacher's discretion.
4. Substitute teachers are not allowed to have access to the laptop carts.
5. Devices purchased for exclusive departmental use must be aligned with the school's existing technological infrastructure. They must check with the IT Department for approval of any device before purchasing one. Otherwise, the device will not be supported or permitted by the school's network.

### **Liability for Loss, Theft, or Damage**

1. Staff members must use common sense judgment when using the school's technology. They must take the necessary precautions in order to prevent damage to, or the loss/theft of, their device.
2. Staff members may be responsible for certain costs to repair or replace the device. If damage or loss is due to negligence, intentional misconduct, or other non-compliance policy issues, then staff members will become financially liable for their assigned devices. Staff members, however, will not be held responsible for computer-related problems resulting from regular school use.

3. In case of theft, loss or damage the user (teacher or department head) must:
  - Report the loss to the IT Director.
  - File a report with the local Police Department/Sheriff Department/other local law enforcement agency.
4. Staff members are encouraged to check their homeowner's and/or automotive insurance policies regarding coverage in theft cases. The burden of proof lies with staff members, and they must agree to assume full responsibility, showing proof of due diligence. Example: A laptop stolen from a locked and secured car trunk establishes a due diligence, whereas a laptop stolen from a front seat of a car does not.
5. The EA will evaluate the circumstances of the theft or loss to determine if the required reimbursement should be waived.

### **Security of Systems and Information**

1. Attempts to alter system software, bypass security protocols, introduce viruses, worms, or other maliciously destructive programs are expressly forbidden.
2. Staff members must not store confidential data on any school device. Confidential data includes personal information of the user/other employees/students, any information that may compromise the personal safety of students or employees (e.g. addresses, phone numbers), or data that is in clear violation of the FERPA laws. If staff members choose not to store data on the network drives, they are responsible for maintaining appropriate backups. In the event of data loss, the cost of service, hardware, or equipment for retrieval may be the responsibility of the user.

### **Support and Service**

1. In general, school support will only be provided to devices that are property of the school.
2. Staff members experiencing technical problems should contact the IT Help Desk ([help@mydasa.org](mailto:help@mydasa.org)), and they may need to return the device to the IT Department for servicing. Computers serviced may be restored to the school's current standard configuration. If a user has modified their configuration prior to repairing the device, they will be responsible for reconfiguring their device and backing up their own personal files.
3. The IT Department will secure the services needed to maintain or repair the device, should its operation be impaired by a component failure or normal wear and tear.
4. The IT Department will not provide off-campus internet access to staff members. Likewise, they will not configure your laptop to work with your home Internet Service Provider (ISP) or any other personal hardware device, such as a printer or scanner.