

**To:** ALL School Principals and Department Heads  
**From:** Yvette Ardoin, Network Operations Coordinator (ext. 1007)  
**Date:** August 1, 2024

### Networking in the School District

From time to time, schools and departments contract with outside companies to perform network wiring and equipment installation. Any contract work pertaining to the network must be **approved** by the Network Operations Department. The network is monitored continuously, and any contract work could cause a disruption of the network. In the past, **unauthorized** contract work has interfered with the operation of the network. The Network Operations Department must investigate every one of these outages. Unnecessary amounts of time are being spent on issues that could have been avoided with proper consultation.

**All network infrastructure tasks needed in any CPSB school or department must be approved by a district Network Administrator before the work can proceed.**

These tasks include the installation or removal of network drops in classrooms and offices as well as the installation and configuration of network equipment (i.e. video walls, smart TVs, switches, wireless access points, servers, cameras, door access devices, etc.) and the installation and configuration of all video security systems, VOIP phones, door entry security systems and any other ancillary network equipment. Failure to do so could result in the disconnection of the unauthorized work and removal of unauthorized equipment by the Network Operations Department staff.

If a school or department has a need to contract with an outside company to perform network services at their site, the school principal or department head should contact the Network Operations Department Coordinator so proper planning and oversight of the work can be performed. This initial contact can be done by submitting a Tech Help ticket and/or calling Yvette Ardoin, 217-4100 (1007). The planning work is necessary to ensure that the contractors work will follow CPSB network guidelines and policies and to avoid any unnecessary expenses for equipment that will not work on the district's network.

If you have any questions, please contact Yvette Ardoin in the Network Operations Center at 337- 217- 4100 ext. 1007. Thank you for your cooperation in keeping our network safe and operational.

Approved:



Jason VanMetre, EdD  
Superintendent



Kim Leblanc  
Chief Technology Officer

*Building Foundations for the Future*