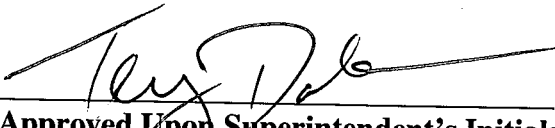


**Superintendent's Regulation 8335-R
(FORMERLY 1300-R AND 8335-R)**

EQUIPMENT SECURITY AND MANAGEMENT


Approved Upon Superintendent's Initials

7/18/19
Date

I. OBJECTIVES

The Rochester City School District (RCSD) has established a significant inventory of technology equipment. This regulation focuses on how to use, secure, manage, and inventory this equipment including desktop computers, laptops, netbooks, tablet computers, and smartphones that are issued to District employees, students and other authorized persons.

II. Equipment Categories

- A. Computers – Computers represent the bulk of equipment covered under this regulation. This category includes computers that are intended for use by District staff as well as classroom based computers whose purpose is primarily to deliver instruction to students. Administrative rights (or permissions) will not be granted to individuals outside of IM&T or Instructional Technology.
1. Administrative computers.
 2. Instructional computers fall into the three areas below. Instructional computers should not leave the building with the exception of student issued computers that are used in the credit recovery program.
 - a) Computer Labs – computer equipment located in any of the officially maintained and supported academic labs. In some buildings where dedicated lab space is not available, laptops and/or iPads are deployed in specially designed carts and become “mobile” labs that can be moved from room to room.
 - b) Classrooms – computer equipment located in classrooms for instructional use.
 - c) Student – computers issued to individual students on a one-to-one basis and intended for their exclusive use. Student use computers are not to be issued to staff.
- B. Tablets – Tablet computers, such as iPads, or similar devices, that provide a portable and compact computer resource that can operate on a stand-alone basis connected to the District email. Equipment in this category is minimally-supported by IM&T. IM&T will be responsible for equipment setup and synching to the District email.

- C. Chromebooks and Chromebox – these are computer devices running Google’s Chrome OS operating system and are intended exclusively for student use.
- D. Smartphones – this includes a wide variety of cellular telephones. Additional guidance on who can be issued a cellular telephone and on proper use can be found in the Mobile Communications Regulation 8332-R.
- E. Printers – printers located in faculty, staff or administrative offices. This includes printers used primarily by full-time employees, part-time faculty or staff, and student employees. Printers will be approved for purchase if they meet the following criteria:
 - 1. Not dedicated to a single user, but set up as a shared device. Exceptions will be made if printer is for a staff member who is isolated from existing printers within the building;
 - 2. Must be connected to the network – no desktop printers; and
 - 3. Must meet IM&T standards.
- F. Other Peripherals – specialized equipment and peripherals may be required in certain circumstances. Contact and review with IM&T prior to purchase. Equipment in this category is minimally-supported by IM&T. Purchase of this equipment and major repair or replacement of this equipment is the responsibility of the department or school.
- G. Open/Public Access – a small quantity of computer equipment is provided in open, public areas for general use. This equipment provides basic PC software and Internet access. Anyone using one of these computers will not have access to District printers or software other than Microsoft Office.
- H. Personally Owned Equipment –
 - 1. Under no circumstances, may personally owned computers, laptops, printers, etc. be linked to the District’s network. Such devices must be District-issued.
 - 2. Instead employees may connect their personally owned tablet, laptops and smartphones use the District’s guest Wi-Fi network in order to access the internet.
 - a) Access will require their District userid and password; and
 - b) Access will require them to register their device through the online process to connect to the guest Wi-Fi the first time.
 - 3. For any person wishing to use a personally owned tablet, laptop, or smartphone to access District email, the person must:
 - a) Obtain the permission of IM&T;

- b) Ensure that the device has a password that must be entered after it has been idle for more than 10 minutes;
- c) Understand the device will be wiped of all information should it be missing for more than 24 hours. This is a security measure that must be enforced to protect the confidentiality of staff and student information; and
- d) Notify the Help Desk within 24 hours of discovering the device missing.

I. Donated Equipment

- 1. Anyone wishing to accept donated equipment on behalf of the District must first refer to Board Policy 1810 and Regulation 1810-R.
- 2. All donated property must be in accordance to the procedures outlined in the above documents.
- 3. In addition, donated equipment must be reviewed by IM&T and must meet the minimum hardware and software standards/requirements currently being deployed within the schools.

J. Agency Owned Equipment – the District maintains contractual relationships with various vendors to provide goods or services (collectively referred to as “Agencies.”) Other entities have long term relationships with the District and are allowed to connect to the District network. These agencies own their own computer equipment and are allowed to connect that equipment to the District network provided that they meet all connectivity requirements including but not limited to a current anti-virus program with automatic updates. Support of Agency equipment will be limited to troubleshooting connectivity issues between the District’s network and the Agency’s device. The District will not be responsible for servicing or maintaining Agency equipment.

III. PROCEDURES

A. Equipment Security and Care

- 1. **Asset Tags.** All District owned equipment covered by this Regulation will have either a tamper resistant asset tag, be engraved, or etched with a bar code serial number and be identified as property of the Rochester City School District
- 2. **Physical Security.** Physical security is the responsibility of Principals, Directors, supervisors, and employees of the Rochester City School District. All equipment must be properly secured when not in use. Equipment, designed to be mobile (tablets, cell phones, laptops, etc.) shall not be left out, or kept in an unlocked room. Attachment 1 contains a minimum list of precautions to follow.
 - a) For absences, rooms are to be locked and equipment placed so as not to be visible from someone walking by to prevent the devices from being stolen as targets of opportunity. If the room cannot be

locked, then the equipment is to be locked in a cabinet or drawer.

- b) If you must leave District equipment or a device in a vehicle, store it in the trunk or out of sight in the passenger compartment and lock the vehicle. Be aware of others watching you place it in the vehicle. Do not leave the District device in a vehicle overnight or for long periods of time -keep it with you
3. Equipment Care. Proper steps are to be taken to ensure that District equipment is properly maintained and in the best possible working condition.
- a) Building staff is to ensure that all classroom equipment left in their care is properly maintained and take appropriate steps to prevent abuse by others.
 - b) Some equipment requires consumable items, i.e. bulbs, paper, etc. Unless covered by a District-wide contract, replacement of consumables is responsibility of user's organization.
 - c) Any employee found to neglect, misuse, or allow others to misuse District property will be sanctioned under the disciplinary policies.
 - d) The employee's school or department will be responsible for repairs or replacement of any equipment damaged or lost through neglect or misuse.
4. Personal Use. Equipment provided by the District is intended for official use and remains the property of the District. Any equipment issued to an employee must be returned to the IM&T help desk upon leaving the District.

B. IM&T Responsibilities

IM&T staff is responsible for the support and maintenance of a wide range of District owned computers and peripherals. Service response times will vary depending on a number of factors. A call to the HelpDesk may resolve a problem immediately. If an on-site call must be scheduled, service disruptions take priority over new equipment installations.

- 1. Maintain a master inventory of all District owned equipment identified in this regulation. A copy of the inventory will be delivered to each principal annually identifying what equipment is located within their building.
- 2. Maintain a record of individuals who have been issued equipment.
 - a) A signed receipt must be on file for each piece of issued equipment. This will be done at the Central Office Help Desk when the equipment is picked up.

Individuals are not to be issued more than one piece of computer equipment in any one equipment category, i.e. a desktop computer and laptop, two laptops, etc. The actual

device such as laptop or desktop will be determined by the individual's supervisor.

- b) When individuals leave their employment with the District, all issued equipment shall be turned in to the Central Office Help Desk. IM&T will record this action.
 - (1) Any equipment issued to employees must be returned on the date employment ends, but in no event should a former employee possess any District device more than five (5) days after the employment end date.
 - (2) Any equipment not returned within five (5) days will result in the District taking legal action against the former employee, including, but not limited to the filing of a police report and the filing of criminal and civil actions against the former employee.
 - c) Departments or school are not to maintain equipment inventories of their own. With the exception of student use technology (mobile labs) equipment must be issued to individuals per paragraph 2a above.
3. Equipment moves will be done only after proper coordination is obtained. If a department head or principal would like to move any equipment, they must call the Help Desk and open a ticket requesting the move. All moves will comply with District safety standards. All costs for new network drops and electrical outlets will be incurred by the requesting department or school.
4. Coordinate the removal of aged equipment. When equipment is refreshed, the aged equipment is not to be re-distributed or re-allocated. This equipment will be either stripped of replacement parts for repairs or disposed of through the District's contracted vendor.
5. Provide Maintenance Support – IM&T provides tiered-level supports:
- a) “Fully-Supported” by IM&T Staff – equipment in this category is generally the desktop computer, laptop, smartphones or printer assigned to individual faculty or staff, or permanently located in administrative offices & classrooms for use by employees or students. This level of support includes installation and setup, maintenance and repair in the event of hardware failure, and the replacement or upgrade of the equipment as provided via the centralized repair and refresh.
 - b) “Minimally-Supported” by IM&T Staff – Equipment that is minimally-supported includes scanners, tablet computers, Smartboards, specialized printers such as plotters & badge printers, cameras, and specialized keyboards, projectors and other peripherals. The budget and costs for major repairs and replacement of these items is the responsibility of the department or school.

- c) Support for District-Owned Equipment Not Located within District facilities – There are some non-District locations which receive a lower level of support. Visits to these non-District locations are not possible and any repair actions will require this equipment brought to the IM&T Help Desk for repair. These non-District locations are: Charter schools, jails, UPK, and other locations designated by the Director of Information Technology or designee.

6. IM&T shall provide no support for personally owned equipment.

C. Building Principals and Department Head Responsibilities

1. Review and update the equipment inventory provided by IM&T as necessary.
2. Ensure that no equipment is moved within their building/department without proper coordination with IM&T.
3. Ensure that all equipment in their building/department is properly safeguarded when not in use and that their staff is aware of and following all procedures for the proper care and security of equipment.
4. Provide funding for consumable items and repair or replacement of equipment that has been damaged or lost through neglect or misuse.
5. It is the responsibility of the building principal / department manager to insure that equipment issued to their staff is returned to the IM&T Help Desk when they terminate District employment.

D. User Responsibility

1. Sign for equipment that is issued to them
 - a) Employees will have issued equipment assigned to them in an automated asset control system
 - b) Temporary employees and consultants will sign a hand receipt provided by the Help Desk
 - c) Students and their parent/guardian will sign a loan agreement, Attachment 3, along with the Parent/Guardian Acknowledgment form, Attachment 4, and a list of equipment issued Attachment 5.
2. It is the user's responsibility to take appropriate precautions to prevent damage or loss/theft of district equipment.
3. The user must return any District-issued equipment or device upon cessation of employment. Criminal and/or civil penalties for non-returned devices may be imposed, as set forth above in paragraph 2b above.
4. All equipment that is lost, stolen, or damaged must be reported to IM&T immediately. To report equipment that is either lost, stolen, or damaged,

the user must complete an Equipment Lost, Stolen or Damaged Report, Attachment 2. This report must be submitted to the IM&T.

- a) For equipment that is believed stolen, the user must also notify the local Police and file a police report. **Note:** The Rochester Police Department cannot create a theft report for equipment stolen outside the city limits. Please contact the Police Department in the area where the equipment is believed to be stolen.
- b) Copies of the Report concerning stolen equipment should also be given to the Office of Safety and Security.
- c) IM&T will review the Equipment Lost, Stolen or Damaged Report and if it is determined that the user failed to take appropriate precautions and the loss or damage is due to negligence or intentional misconduct, the user will be subject to a disciplinary action and or cost of repair or replacement.
- d) Lost, stolen or damaged equipment may not be replaced with like equipment. Replacements, if appropriate, will be made with equipment currently on hand.

5. Backups - Individuals issued equipment are responsible for maintaining an appropriate backup of work-related documents and data files, as these files cannot be restored if they have been archived only on the computer's hard drive. Critical files should be stored on one of the District provided cloud storage drives, either OneDrive or Google Drive.

6. Virus and Security Protection - To ensure that the virus protection and other security patches are current, laptops must be connected to the District's network on a regular basis and users must take responsibility for ensuring that security updates take place on laptops in their care. In the case of a significant security alert, users may be contacted by e-mail or voicemail, to bring in their laptops to the Help Desk to ensure proper security is enabled. Although IM&T pushes updates to District computers, laptops that are frequently off the District Network may require manual updating

E. **Consultant Responsibility** – Consultants are normally not issued District Owned equipment except on a case by case basis that is approved either by the Superintendent or the Information Technology Officer.

Attachment 1
Superintendent's Regulation 8335-R

EQUIPMENT SECURITY AND MANAGEMENT

The Physical Security of RCSD Computer Equipment

This applies to all equipment covered by Superintendent Regulation 1930-R

Minimum requirements

- All equipment must be properly secured when not in use
- Mobile devices; (tablets, cell phones, laptops, etc.) should be put away, preferably secured, when not in use.
- For absences, or end of the day, rooms are to be locked and mobile equipment secured so as to not be visible

Other precautions

- Never leave mobile devices unattended in a public location; meeting room, airport, restaurant, etc.
- When in your vehicle, e.g. traveling between work and home, for stops in between, you should either take the devices with you or secure them in your vehicle. Do not leave them on a seat or anyplace they can be seen through the vehicle's windows.
- District owned devices are not to be given to other family members or friends for their use. The devices were issued to you for your use.
- Keep liquids away.
- Keep food away.
- Hold and lift the computer by its base, not by its LCD display.
- Don't pull on the power cord.
- Don't expose your laptop to rapid temperature changes
- Avoid blocking the fan
- Don't leave your laptop in a car.
- Keep your laptop away from magnetic fields.
- Clean the laptop with a soft, lint-free cloth dampened with water. (Do not use glass cleaner or commercial cleaners.)
- Clean the keyboard with canned air.

Attachment 2
Superintendent's Regulation 8335-R

EQUIPMENT SECURITY AND MANAGEMENT
LOST, STOLEN, or DAMAGED EQUIPMENT
REPORT FORM

DATE:	TIME:	CRIME REPORT #	PAGE OF
SCHOOL/DEPARTMENT:		NAME OF PERSON COMPLETING FORM:	
TELEPHONE NUMBER:		NAME OF SUPERVISOR:	
ITEM No QTY	PROPERTY DESCRIPTION (INCLUDE MAKE, MODEL, SERIAL#, COLOR, TELEPHONE #)		ESTIMATED VALUE
1			
2			
3			
4			
5			
6			
Incident Details:			
When completed, please provide a copy for: 1. Director of Office of Safety and Security 2. Information, Management & Technology, Help Desk			



Attachment 3
Superintendent's Regulation 8335-R

EQUIPMENT SECURITY AND MANAGEMENT

PARENT and STUDENT Equipment Loan Agreement
Rules Concerning Use of Loaned Computing Devices and Related Accessories Assigned to Students

<i>Student Last Name (PRINT)</i>	<i>Student First Name (PRINT)</i>	<i>Grade</i>	<i>Student ID Number</i>	<i>Date</i>
<i>Parent/Guardian Last Name (PRINT)</i>	<i>Parent/Guardian First Name (PRINT)</i>	<i>School/Program</i>		

I am being issued a Rochester City School District (RCSD) computing Device and related accessories. I agree to keep it safe and well maintained. I will follow the guidelines for care of the Device as explained below

SECURITY

1. I will know where my assigned Device is at all times.
2. I will never leave my assigned Device unattended.
3. I will secure my assigned Device when I am participating in PE by putting it in my locker or other secure location, unless instructed to bring the Device to PE class by the teacher.
4. I will never loan my assigned Device to anyone.
5. I realize that software which permits tracking is enabled and usage will be monitored.
6. I will, at all times, keep myself safe and will use the Device only in areas where I can keep myself and the Device safe.

(Student initial) (Parent initial)

CARE

1. I understand that the Device assigned may include a protective case that is to remain on the Device at all times.
2. I will protect the screen from scratches.
3. I will keep food and beverages away from my assigned Device since they may cause damage to it.
4. I will not draw, or write on the Device or case, or place unapproved stickers on the Device or case.
5. I will not disassemble or attempt any repairs on any part of my assigned Device.
6. If damage occurs, including, but not limited to, scratches, cracks or dents, I will report the damage to the school administration within 24 hours or as soon as possible thereafter.
7. In the case of theft or vandalism, I cooperate with school administration to file a police report within 24 hours or as soon as possible thereafter.

(Student initial) (Parent initial)

USAGE

1. I will follow the RCSD Acceptable Use Policy (RUP) for use of RCSD computers and network systems.
2. I will not reformat the Device, tamper with its security settings, or change its operating system.
3. I will not attempt to install any unauthorized software applications or apps on the device.
4. I will adhere to all applicable copyright and software license agreements that forbid downloading of media and software that has not been legally acquired.
5. I will not use my device to engage in any acts that violate the Code of Conduct (see RCSD's Code of Conduct).

(Student initial) ____ (Parent initial)

RESPONSIBILITY

1. I understand that my assigned Device is subject to inspection by any staff member, teacher or administrator at the school, at any time and without notice. I further understand that the Device remains the property of RCSD.
2. I agree to return the Device, related accessories, and Device case in good working condition (with the exception of normal wear and tear) immediately upon request, or at the end of the school year.
3. If at any point, I no longer attend the school from which the device was assigned to me, I will return the assigned Device to my school administrator (or designee).

(Student initial) ____ (Parent initial)

Attachment 4
Superintendent's Regulation 8335-R

EQUIPMENT SECURITY AND MANAGEMENT

PARENT/GUARDIAN ACKNOWLEDGEMENT
Responsibility for Loaned Computing Devices Assigned to Students

I have read and understood the guidelines listed in the "Rules Concerning Use of Loaned Devices Assigned to Students" on the previous page and I agree to the Security, Care, Usage and Responsibility conditions outlined within.

The Loaned Equipment is, and will remain, the property of the Rochester City School District with the sole intended use by the student to whom it has been assigned.

In addition, I understand that failure to adhere to these "Rules" could result in loss of use of this device or future devices and/or disciplinary action per the Student Code of Conduct.

I further agree to abide by RCSD's Student Acceptable Use Policy (RUP) for use of loaned equipment and RCSD's computer network (see attached).

Print Student Name (Last, First): _____

Student Signature: _____ **Date:** _____

I understand that the District has taken reasonable measures, to ensure security and privacy while accessing the Internet on this device. I agree that it is my responsibility to monitor and engage with my child concerning appropriate online usage <https://rcsdk12.org/internetsafety>.

If receiving a 1Million Project hotspot, I agree to allow photographs of my child to be used publicly to promote the project in print and online publications, presentations, websites, and social media in perpetuity. I understand there will be no royalty, fee, or other compensation for such use.

I agree to return the Device, related accessories, and Device case in good working condition (with the exception of normal wear and tear) immediately upon request, or at the end of the school year.

If at any point, my child no longer attends the school from which the device was assigned, I will return the assigned Device to my child's school administrator (or designee).

Print Parent (Guardian) Name: _____

Parent (Guardian) Signature: _____ **Date:** _____

Attachment 5
Superintendent's Regulation 8335-R

EQUIPMENT SECURITY AND MANAGEMENT

RCSD LOANED EQUIPMENT

Device	Service Tag/Serial Number	