

Non-District Technology Equipment Use

Staff, students and guests who bring personal computing equipment or wish to connect any hardware (e.g., your own laptop, personal computer, camera, external drive such as CD-RW, DVD-RW, memory storage device, or network equipment - such as a wireless router, or hub) to any computer or to Morrow County School District's network **must obtain specific permission prior to use on district property, with exception of #3.**

For approval by the Morrow County School District, the following conditions apply and shall be followed:

1. Morrow County School District's IT department will be consulted to determine the network resources requested and the suitability of the equipment. The computer hardware and software must meet minimum standards.
2. The district assumes no obligation for the support of the personal equipment neither will it accept any liability for modifications made to the equipment as a result of establishing a connection. The network continues to be configured in the best interests of the district-owned machines that are using it.
3. The district's guest wireless access network is available for non-district workstation use without the district's expressed permission; users must follow Morrow County School District's general use prohibitions, guidelines, and etiquette.
4. Up-to-date, network approved, virus protection software must be licensed, with installation and functionality verified.
5. Guest users must abide and sign the User Code of Conduct and Electronic Communications System usage policy for any use other than the guest wireless network access.
6. Morrow County School District will not be held liable for loss or damages.

This form must be signed by the District user and authorized district representatives and a copy filed at the local school's office. Approval is valid for the school-year in which it was approved. User must reapply annually for approval.

I have read and accept the Morrow County School District policies and procedures regarding non-district hardware and/or connectivity to the district network and I agree to abide by them. I understand that should I commit any violation of the Acceptable Use Policy, my access privileges may be revoked and/or appropriate legal action may be taken.

Name of user: _____ Contact phone: _____

Purpose of Use: _____ Anticipated Site of Use: _____

Description of Item: _____ Serial Number: _____

By signing this form I acknowledge that I have read and signed Morrow County School District's Code of Conduct form

District Approval: Approved (Valid through the end of the current school year)

User Signature: _____ Date: _____

Site Administrator Signature: _____ Date: _____

IT Department Approval: _____ Date: _____

Note: This approval is valid for the current school year in which it was approved. Re-approval must take place on an annual basis.