

Devices and Storage on the Gann Network

2009-2010

School Resources

Computers, printers, wireless access, and other resources connected to the school network are provided in the library, classrooms, labs, offices, and other areas for specific purposes.

For security and “green” reasons, users should always log out of school computers before leaving and shut them down each night. Computers inadvertently left on will be shutdown by automated scripts and any unsaved work will be lost.

Desktops in administrative areas are designated for administrative purposes and authorized personnel only. Faculty, students, and visitors are restricted from using these administrative machines.

Personal Devices

Personal devices connecting to the network are allowed with permission from the technology department either in person or by network access control surrogate.

All devices must comply with Gann equipment and software standards.

- Anti-virus: functioning with updated anti-virus definitions, real-time scanning activated
- Operating Systems: XP, Vista, MAC 10+
- Operating System security and critical updates

Devices will be scanned for required software and updates, must be clean of viruses and malware, and must maintain compliance to Gann standards while connected to the network.

Devices that fail these scans will not be allowed access to school resources (including Internet access) without remediation.

Remedying connection problems for personal devices is not the charge of the Gann IT staff. Owners will be informed of the problem and must address the issues before access will be permitted.

Devices that will not be authorized to connect the Gann network either through wired or wireless connection include: phones, PDAs, game boxes, servers, access points, routers, etc.

Note these policies are an automated function of the network access control system.

File Storage

School related files may be saved on the server in a personal network drive (H:), in a group shared network drive, or in a FirstClass document or file storage folder. Files cannot be saved on a school computer.

- Student files created on school machines are automatically saved in personal network directories on a server.
- Administrative staff files are automatically saved in personal network directories on a server when staff works from a school computer.
- Faculty/school laptop user files are NOT saved or automatically stored, synchronized or redirected to their personal network directories. All files live on the laptop.

Storage amounts are limited for all users on network shares and FirstClass. Users should contact the helpdesk if these quotas are not sufficient for your school work.

Backups

School related files that are stored in network directories are backed up nightly.

Files stored locally on machines will *not* be backed up and will be lost if attempted.

Non-school related files should not be stored in network directories and will not be backed up. These personal files include, but are not limited to audio, video, photos and images.

School laptop users are responsible for backing up their school files to network shares. In addition, it is highly advised to regularly backup all files from a laptop to a personal backup device or an online backup solution. The school does not provide these backup solutions.

Equipment Loans

Through FirstClass resource calendars and the HelpDesk Office, authorized users can check out shared school resources such as digital cameras, video cameras, laptops, and audio equipment, as well as academic and lab spaces.

These limited resources are distributed on a first-come/first-served basis *must* be signed out by a faculty or staff member. Equipment is never signed out to students.

Pick up and return of all devices is handled at the HelpDesk Office by the individual responsible for the equipment.

Personal collateral may be requested to ensure the timely return of equipment. Items will be inspected to insure that they are working properly at pickup and upon return. Some resources require a specific "Service Level Agreement" that must be signed prior to borrowing.

Reports of damaged or malfunctioning devices must be filed at the HelpDesk Office so that appropriate and timely measures can be taken to replace and repair according to warranty and insurance requirements.

User Accounts

A user account consists of a user name and password combination. This information is a key to a user's data access. In the wrong hands, user account information could lead to identity theft or user impersonation. In most cases password may not be changed.

It is expected that Gann users will not disclose password information to anyone or keep account information in an accessible location.

Users may not use or attempt to use any other user's account under any circumstances.

If it is believed that someone's account information has been compromised, the IT department should be notified immediately for a change.

Email

Gann provides email for all employees and students and therefore does not support the use of web-based mail.

An educated understanding of e-mail use is essential for communications in regard to the educational and work related objectives of Gann Academy. Refer to the *Gann Academy Email Standards and Expectations* document for the school's guidelines.