



Anchorage School District Privately-Owned Computer Use Form

Location of Use (one form per district location)

District location _____

Start date _____ End date _____

User Information

First Name _____ Last Name _____

User type

Employee (enter ASD email address) _____

Student (enter student ID) _____

Other (describe, e.g. vendor, guest, etc.) _____

Contact info (email and/or phone) _____

Computer Information

Brand _____ Model _____

Operating System _____

MAC address _____

Network Connection

Wireless

Plug-in

Anti-Virus Software

To be completed only by Building Tech/Auditor

Anti-virus software installed

Signatures

By signing this form, you are indicating that you have read, understand, and agree to the attached guidelines. Please keep a copy of these guidelines for your records.

User _____ Date _____

Parent/Guardian _____ Date _____

Building Tech _____ Date _____

Issues

1. Security
2. Network stability
3. Liability for personal property
4. Virus protection

Guideline

Anyone who brings their privately-owned computer to Anchorage School District facilities is personally responsible for the equipment.

Responsibility for the maintenance and repair of the equipment rests solely with that individual including installation of software and configuration of peripherals. Any damage to the equipment, including results from viruses, is the responsibility of the individual.

Software residing on privately-owned computers must be personally owned. The district retains the right to determine where and when privately-owned equipment may be attached to the network. The individual is responsible for the security of the equipment at all times.

A privately-owned computer may be connected to the district's network, including access to the Internet, under the following conditions:

1. Use of the computer must adhere to the Anchorage School District Policy and Procedure.
2. File storage on the network from privately-owned computers is limited to official business only.
3. The individual must supply all necessary hardware/software and cabling to connect to the network.
4. The privately-owned computers must be running current district approved virus detection software prior to accessing the network or Internet.
5. The individual has a signed Internet User Agreement on file.
6. The individual has a signed *Privately-Owned Computer Use Form* for the site where the computer will be used.

District Rights

As it relates to privately-owned computers being used in district facilities, The Anchorage School District reserves the right to:

1. Monitor all activity,
2. Make determinations on whether specific uses of the computer are consistent with the district's Policy and Procedure,

3. Log network use and to monitor storage disk space utilized by such users,
4. Deem what is appropriate,
5. Restrict access to district resources, such as printers and servers.
6. Remove the user's access to the network and suspend the right to use the privately-owned computer in district facilities at any time it is determined that the users is engaged in unauthorized activity or is violating District Policy and Procedure.

Disciplinary Action

Disciplinary action for misuse of privately-owned computers at district facilities shall be consistent with the district's Policy and Procedure.

Violations may be cause for removing the individual access privileges, suspension of use of privately-owned computer in district facilities and other disciplinary actions and/or appropriate legal action.