

Muskegon Heights Public Schools Technology Services

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## Employee Wireless Use

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Guidelines and Process

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### Guidelines:

1. The laptop or computer must be used by an employee of MHPS ONLY.
2. MHPS is not liable for damage to or loss of the computer.
3. Repairs, maintenance and upgrades are the responsibility of the owner.
4. No print services will be made available for the wireless device.
5. Current anti-virus protection must be installed on the computer.
6. The software on the computer belongs to the owner and not the responsibility of MHPS. Free Open Office SW is available.

### Process:

1. User emails the Technology Services Department and makes appointment to have the unit evaluated (Makes upgrades to the computer if necessary.)
2. Technology Department installs the Access Key on the computer for wireless usage.
3. User follows The District's CODE OF ETHICS (Acceptable Use Policy).

NOTE: Not all areas of all buildings will have a good wireless signal!