



Muskegon Heights Public Schools

District Technology Guidelines

1. Equipment

District Level Acquisition of new computers – When computers become available through district funds, grant monies, or donations, they will be placed according to a variety of factors including: grant guidelines, donor wishes, staff seniority, FTE, and number of students served.

Building Level Purchasing of new computers – When ordering equipment, principals should contact the Technology Department to obtain bids on equipment which meets the districts standards. The Technology Department will be happy to assist in the bidding and ordering process. If equipment is ordered which has been purchased without the support of Technology Office and is not compatible to the network or problems arise which require added expenses, the cost of repair or connectivity issues will have to be taken care of at the building level.

Building Level Responsibilities for purchase of technology equipment – The district is committed to providing and maintaining a computer network system which provides a backbone for communication and educational activities. This includes teacher and administrative workstations and labs at the building level. Due to district budget constraints, some equipment such as a printers, scanners, digital cameras, video projectors, or other peripherals and supplies to maintain such items must be purchased at the building level.

Expenditure approval – Large orders (\$2,000 or more) must be approved by the Superintendent and Business Office before purchasing.

Equipment Maintenance – Maintenance and repair of computers purchased through district funds or recommended by the district Technology Department will be provided. Trouble-shooting and repair will be provided for these computers by the district technical staff. Other computers will receive secondary attention.

Cleaning of equipment – Each district employee who has a computer station assigned to them is responsible for the basic cleanliness of the computer. Periodically the computer exterior and workstation area should be cleaned with a soft cloth and cleaning material such as can be obtained from the building janitor. Lab assistants are responsible for the cleanliness of the computers in the lab

2. Software

District Level Acquisition of Computer Software – There are many good programs which can enhance the instructional program. Therefore, some budgeted money is available for the purchase of software or licenses of programs. Programs will be reviewed and purchased by the Curriculum, State/Federal, and Technology Offices to support the instructional program. Building principals are encouraged to review possible titles and request funding for the programs by providing a rationale for anticipated uses. Requests will be processed through the Business office.

Building Level Purchase of Computer Software –If a program is purchased through building funds which is to be loaded on to the network, it must be approved by the Technology Department for system compatibility. To this end, order new programs on “approval”, until it can be checked. If a program has

already been purchased by another MHPS building and approved, it does not have to be rechecked.

Multiple copies – Programs should not be loaded on multiple machines if a license does not permit. There have been cases of districts who were taken to court and fined heavily.

3. Relocating Computers

Computers are assigned to a specific teaching station or room—not a specific teacher. Computers will be moved if the room is no longer being used as a teaching station. If a teacher changes rooms, files should be saved to the home folder on our network and transferred to the new computer. IP numbers and inventory must be changed, if a computer is moved. The Technology Department will move ALL computers, (we must have the serial number of the computer, the room number from which it was moved and the room number to where it was relocated.)

4. E-mail Accounts

- 1) A New Account Request form must be sent to the district Technology Department for an account to be set-up. When new accounts have been set-up, the technician will notify the new personnel and help them log-on if needed.
- 2) To delete an account, please use the same form to notify tech support of people's names needing to be deleted. (Just label it DELETE)