



Twinsburg City School District

Technology Department

Mrs. Jennifer Farthing, Director of Curriculum & Technology
330-486-2015

The Curriculum & Technology Department must approve all new software and hardware acquisitions. "Acquisitions" are to include any items obtained from purchases, grants, and/or donations. Any IEP Assistive Technology devices/software must also be reviewed prior to final administrative approval of IEP. Any technology hardware, or software not obtained through this process is not permitted on district computers, network, or related equipment.

Please complete this Technology Acquisition form in full and return to Mrs. Jennifer Farthing. The requested Technology items will be reviewed as to the following:

Software:

- Verify overall compatibility with our network
- Alignment with district curriculum standards and goals
- Requires District Curriculum & Technology Director's approval

Hardware:

- Verify compatibility with network and overall Technology Plan
- Requires District Curriculum & Technology Director's approval

Name _____ Building _____ Date _____

SOFTWARE (MUST BE WINDOWS 10 COMPATIBLE)

Title:	
Version:	
License:	<input type="checkbox"/> Single user <input type="checkbox"/> Multi-user License number: _____ <input type="checkbox"/> Free-Use License
Curricular area:	
Room(s) _____	PC location(s) _____
How acquired?	<input type="checkbox"/> Purchased <input type="checkbox"/> Grant <input type="checkbox"/> Donation <input type="checkbox"/> Other
Rationale:	

HARDWARE: (MUST BE COMPATIBLE WITH PC and NETWORK RESOURCES)

Description:	
Location:	Building _____ Room _____
How acquired?	<input type="checkbox"/> Purchased <input type="checkbox"/> Grant <input type="checkbox"/> Donation <input type="checkbox"/> Other
Rationale:	

Non-District Owned Software Assurance

- (1) I assure that I am a Twinsburg City School District employee, that I own this software, and that I can provide proof of ownership. Yes No
- (2) I assure that the media provided for installation of this software program is original copies from the manufacturer. Yes No
- (3) I assure that I have read, understand and will follow the conditions of the license agreement supplied by the software publisher. I also understand that installation of the software program at home and at school is a violation of the Software's Licensing Agreement, and is illegal. Yes No
- 5) I assure that I have provided a copy of the licensing agreement, receipt, proof of purchase, or original packaging for this piece of software to District Technology Coordinator and it is being kept on file. Yes No

I am fully aware of the software use policies of the Twinsburg City School District and agree to uphold those policies.

Print Employee Name Employee Signature Date

Curriculum & Technology Department Approval

Comments:

Director of Curriculum & Technology

Date
Approved Not approved Approved Not approved

Twinsburg City School District Software Statement

1. Twinsburg City School District licenses the use of computer software from a variety of software companies. All software residing on the network or on district owned computers is licensed and shall be used in accordance with these license agreements.
2. Twinsburg City School District employees shall not download, upload, or install unauthorized software.
3. Twinsburg City School District does not condone the illegal duplication or use of software. Twinsburg City School District employees and students who make, acquire, or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances. According to applicable copyright law, persons involved in the illegal reproduction of software can be subject to civil damages and criminal penalties including fines and imprisonment.
4. Twinsburg City School District employees learning of any misuse of software or related documentation shall notify the District Curriculum & Technology Director or their Building Administrator.
5. Any software that is not installed by the District Technology Staff must be approved for use. Software Acquisition forms must be completed in full and approved before software is acquired. Acquisition forms can be obtained from the Technology office. Software will be reviewed to ensure proper compatibility with the district network, licensing, and to verify alignment with district curricular standards, if applicable.

Appropriate Use Statement

Scope

The following applies to all District employees and students, and covers all District computer equipment including any desktop or laptop computers, the District computer network, and any computer software licensed to the Twinsburg City School District.

Appropriate Use

The District expects everyone to exercise good judgment and use all computer equipment in a professional manner. Your use of the equipment is expected to be related to the District's goals of educating students and/or conducting District business. The District recognizes, however, that some personal use is inevitable, and that incidental and occasional personal use that is infrequent or brief in duration is permitted so long as it occurs on personal time, does not interfere with District business, and is not otherwise prohibited by District policy or procedures.

Prohibited Uses:

District Computers and Software programs may not be used for the following purposes:

1. **Commercial Use:** Using District Computers/Software for personal or private gain, personal business, or commercial advantage is prohibited.
2. **Political Use:** Using District Computers/Software for political purposes in violation of federal, state, or local laws is prohibited. This prohibition includes using District computers to assist or to advocate, directly or indirectly, for or against a ballot proposition and/or the election of any person to any office. The use of District Computers for the expression of personal political opinions to elected officials is prohibited. Only those staff authorized by the Superintendent may express the District's position on pending legislation or other policy matters.
3. **Illegal or Indecent Use:** Using District Computers/Software for illegal, harassing, vandalizing, inappropriate, or indecent purposes (including accessing, storing, or viewing pornographic, indecent, or otherwise inappropriate material), or in support of such activities is prohibited. Illegal activities are any violations of federal, state, or local laws (for example, copyright infringement, publishing defamatory information, or committing fraud). Harassment includes slurs, comments, jokes, innuendoes, unwelcome compliments, cartoons, pranks, or verbal conduct relating to an individual that (1) have the purpose or effect of creating and intimidating, a hostile or offensive environment; (2) have the purpose or effect of unreasonably interfering with an individual's work or school performance, or (3) interfere with school operations. Vandalism is any attempt to harm or destroy the operating system, application software, or data. Inappropriate use includes any violation of the purpose and goal of the network. Indecent activities include violations of generally accepted social standards for use of publicly-owned and operated equipment.
4. **Non-District Employee Use:** District Computers may only be used by District staff and students, and others expressly authorized by the District to use the equipment.

Disruptive Use: District Computers may not be used to interfere or disrupt other users, services, or equipment. For example, disruptions include distribution of unsolicited advertising ("Spam"), propagation of computer viruses, distribution of large quantities of information that may overwhelm the system (chain letters, network games, personal advertising or broadcasting messages), and any unauthorized access to or destruction of District Computers or other resources accessible through the District's computer network ("Cracking" or "Hacking").