## Gisd MIS Department Standards and Guidelines Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose:</td>
<td>3</td>
</tr>
<tr>
<td>Alert Now - Blackboard Connect - (District Parent and Staff Call Out System)</td>
<td>3</td>
</tr>
<tr>
<td>Acceptable Use Agreements</td>
<td>3</td>
</tr>
<tr>
<td>Anti-Virus</td>
<td>3</td>
</tr>
<tr>
<td>Computer and Software Approval Process:</td>
<td>4</td>
</tr>
<tr>
<td>Computer Standards (Windows and limited Apple computers):</td>
<td>4</td>
</tr>
<tr>
<td>Copiers</td>
<td>4</td>
</tr>
<tr>
<td>Custom Report Requests</td>
<td>4</td>
</tr>
<tr>
<td>Destiny (Library System)</td>
<td>5</td>
</tr>
<tr>
<td>District Instructional Software</td>
<td>5</td>
</tr>
<tr>
<td>Eduphoria</td>
<td>5</td>
</tr>
<tr>
<td>Email Accounts</td>
<td>5</td>
</tr>
<tr>
<td>Equipment Quotes and Purchases</td>
<td>6</td>
</tr>
<tr>
<td>Equipment Moves</td>
<td>7</td>
</tr>
<tr>
<td>Equipment Removal (outdated computer and network equipment hardware)</td>
<td>7</td>
</tr>
<tr>
<td>End of Year &amp; Leaving District Equipment Procedures</td>
<td>7</td>
</tr>
<tr>
<td>Fax machines</td>
<td>9</td>
</tr>
<tr>
<td>Help Requests</td>
<td>9</td>
</tr>
<tr>
<td>iPads</td>
<td>20</td>
</tr>
<tr>
<td>Inventories</td>
<td>20</td>
</tr>
<tr>
<td>Lost or Stolen Equipment</td>
<td>20</td>
</tr>
<tr>
<td>New Employee Network and Email Accounts</td>
<td>21</td>
</tr>
<tr>
<td>Printers</td>
<td>21</td>
</tr>
<tr>
<td>Remote access (Any non-district site)</td>
<td>21</td>
</tr>
<tr>
<td>Requests for New Software</td>
<td>23</td>
</tr>
<tr>
<td>Room &amp; Equipment Reservations – Admin &amp; Annex Buildings</td>
<td>23</td>
</tr>
<tr>
<td>Services not handled by MIS</td>
<td>23</td>
</tr>
<tr>
<td>Skyward Finance System:</td>
<td>24</td>
</tr>
</tbody>
</table>
Skyward Mobile App........................................................................................................... 24
Skyward Student System: ...................................................................................................... 24
Smart Boards: .................................................................................................................... 25
Software Standards: .......................................................................................................... 25
Summer Projects .................................................................................................................. 26
Telephone System and Numbers......................................................................................... 26
Wireless Access Points........................................................................................................ 27
Wireless Access for Guests.................................................................................................. 27
Wiring.................................................................................................................................... 27
GISD MIS Department Standards and Guidelines

**Purpose:**
This document outlines equipment and software standards for computer equipment used throughout GISD and outlines the process for reviewing requests for new equipment and software. Review and approval by the MIS Department is required before any equipment may be purchased or connected to the GISD Network and before any software can be purchased.

**Alert Now - Blackboard Connect - (District Parent and Staff Call Out System)**
The District uses Alert Now as the call out system for parent and staff special announcements and notifications as well as for parent notifications of student absences. Principals and the Support Center Communications Department are authorized to login to the system and create messages. The site login screen can be found at:

www.alertnowlogin.com

**Acceptable Use Agreements**
All District employees and students are required to sign an Acceptable Use Agreement for accessing the District network. The staff agreement is distributed each year as part of the online employee handbook, while campuses distribute and collect student acceptable use forms for all students each year. These agreements are updated annually.

**Anti-Virus**
The District utilizes a centrally managed Symantec End-Point Security anti-virus program. All District laptop, netbook, notebook and desktop computers are delivered with the security system pre-installed.

The system automatically strips certain attachments such as .zip, .exe, .rar and others that are commonly used to transmit viruses. The mail recipient will see an attachment with a .txt file extension noting that the attachment was stripped from the email.
Computer and Software Approval Process:

All new software must be reviewed by the Software Approval Committee (SAC). Once evaluated for appropriateness and educational value, the SAC will forward the application to the MIS Department. MIS will then determine if the software is compatible with the District’s computers, servers and network. This is never a last minute process. Review and evaluation may take from 3 to 6 weeks from the time an application is submitted to the SAC for review.

Software application reviews are submitted via the Help Desk system

In the IT Curriculum Management section of Help Desk, click on Software Request:

On the next page, enter your campus, your room number and a brief yet detailed description of the software you are interested in.

Computer Standards (Windows and limited Apple computers):

All District computers must be approved by the MIS Department prior to placing orders. GISD has standardized on Dell PC’s. All PC’s installed after August 1, 2010 are equipped with Microsoft’s Windows 7 64 bit Professional operating system.

Teachers are provided a desktop computer. While a laptop can be provided, it is not recommended. Teachers have the option for either a laptop or a desktop computer, but not both.

Copiers

District copiers (Ricoh) machines are provided under a lease agreement through the Business Office. Service is arranged by campus or department by logging into the Support section on Ricoh’s website (www.ricoh.com) See the Finance manual for instructions.

Custom Report Requests

Custom reports are to be requested via a SchoolDude Help Desk ticket. Report requirements are reviewed and clarified where necessary prior to determining a delivery date. Response to requests will take 2 to 5 days, depending on the complexity of the requested report.
Destiny (Library System)

See Inventories Section below

District Instructional Software

See the following link for Instructional Software.

Instructional Software Link

Eduphoria

The Eduphoria system is controlled by the Curriculum Department.

Email Accounts

All district employees are issued an email account when hired. The email account is username@gisd.org. Rules governing use of the District’s email system can be found on the Acceptable Use Agreement. Updates to those rules can be found under employee links, employee handbook at www.gisd.org. The rules are as follows:

Electronic Mail (e-mail) is one of the most used communication tools in the District. It should be used primarily for instructional and administrative needs. All teachers and staff are issued e-mail accounts and should keep the following points in mind:

**Perceived Representation.** Using school-related e-mail addresses might cause some recipients or other readers of the e-mail to assume that the user’s comments represent the District or school, whether or not that was the user’s intention.

**Privacy.** E-mail communication should not be considered a private, personal form of communication. Private information, such as home addresses or phone numbers, should not be divulged in e-mail without the permission of the individual involved.

**Inappropriate Language.** Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in e-mails distributed through District e-mail is prohibited. Sending messages that could cause danger or disruption, personal attacks, including prejudicial or discriminatory attacks are prohibited.
**Political Lobbying.** Consistent with State ethics laws, District resources and equipment, including, but not limited to, e-mail, must not be used to conduct any political activities, including political advertising or lobbying. This includes using District email to create, distribute, forward, or reply to messages, from either internal or external sources, which expressly or implicitly support or oppose a candidate for nomination or election to either a public office or an office of a political party or support or oppose an officeholder, a political party, or a measure (a ballot proposition). These guidelines prohibit direct communications as well as the transmission or forwarding of e-mails, hyperlinks, or other external references within e-mails regarding any political advertising.

**Forgery.** Forgery or attempted forgery of e-mail messages is prohibited. Attempts to read, delete, copy or modify the e-mail of other system users, deliberate interference with the ability of other system users to send/receive e-mail, or the use of another person’s user ID/password is prohibited.

**Junk Mail/Chain Letters.** Generally, users should refrain from forwarding e-mails which do not relate to the educational purposes of the District. Chain letters or other e-mails intended for forwarding or distributing to others is prohibited. Creating, distributing or forwarding any annoying or unnecessary message to a large number of people (spamming) is also prohibited.

**Resource Limits.** Users should limit e-mail messages to instructional and administrative functions. Users should check e-mail frequently, delete unwanted messages promptly, and stay within the e-mail server space allocations. E-mail attachments are limited to 2MB or smaller.

**Personal Email Accounts.** Internet access to personal e-mail accounts is not allowed.

---

**Equipment Quotes and Purchases**

All computer and related equipment must be approved by the MIS Department prior to purchase. Quotes will be returned two to three days after receipt of the request. Ensure adequate funds are available in your department budget before requesting a quote.

Departments are responsible for entering their own Requisitions in the Skyward Web Finance system.
Requisitions must be entered within 30 days from the date of the quote, otherwise a new quote will be required.

**Equipment Moves**

The MIS Department is responsible for moving all computer and computer related equipment. Personnel other than MIS Department representatives are strictly prohibited from moving any equipment. That policy applies to moves within a room, between rooms or between buildings.

Submit a Help request for all equipment moves.

**Equipment Removal (outdated computer and network equipment hardware)**

The MIS department removes all outdated computer and network equipment. This equipment is disposed of by auction once any and all software and operating systems have been removed and, where present, internal drives are sent to Harris County Department of Education for shredding and destruction. Auctioned machines are non-operational. Equipment sale or donation outside the auction process is not permitted.

**End of Year & Leaving District Equipment Procedures**

**Procedures for teachers to clear campus for the summer:**

All equipment MUST be checked into the campus library (laptops, iPads, slates, lumens projectors, projector remotes, keys to laptop safes, etc.).

Teachers, returning to GISD in the fall, may checkout district owned mobile equipment for the summer, after they have signed a ‘summer checkout form’ and submitted both the form and their equipment for inspection to the librarian who will keep the forms. All district owned mobile equipment must be secured on campus so they can be updated by MIS.

Librarians or Library Instructional Assistants will print an ‘all clear’ report for each teacher from Destiny. If a teacher is checking out a laptop for the summer, district owned mobile equipment will display on the Destiny record and the teacher must have signed a ‘summer checkout form’ to show the principal.

All teachers must submit their Destiny ‘all clear’ report to the campus principal before the principal can finalize their ‘exit’ for either summer or for permanent ‘exit’ from GISD.
Special procedures for teachers leaving the district who have District Owned mobile equipment:

If a teacher is leaving the district and the teacher has district owned equipment the librarian or library assistant must examine the equipment and record the asset tag number. The exiting teacher will then be given a Destiny report with the equipment still listed. The exiting teacher will need to take their equipment to MIS who will ‘check in’ the equipment. MIS will then note on the Destiny report that the equipment was checked in and that the teacher is now clear. The teacher will need to return the Destiny report with the MIS note of ‘clear’ to their campus principal so the campus principal can formally exit the teacher.

At the end of each school year all district owned mobile equipment must be turned in to the library.

If you are leaving GISD or if you desire to check out your district owned mobile equipment for the summer, please see the special instructions below:

**Teachers Returning to GISD in August and desiring to check mobile equipment out for the summer:**

1) Take your issue equipment to the library and fill out a Summer Checkout Form and give to the Library Assistant. (Sample form content shown below)

   **Summer Checkout Form**

   I understand that by taking GISD equipment off of GISD property, I incur all responsibility in case of damage or loss for any reason. I agree that I will reimburse GISD for the replacement cost of the GISD equipment or the repair cost if the equipment listed below is lost or damaged for any reason.

   ________________________________  
   Name

   ________________________________  
   Signature

   GISD Equipment: I am taking off of GISD property and GISD asset tag number and GISD Magnet asset tag number (if applicable)

   ________________________________  
   Date

   ________________________________  
   Campus

   ________________________________  
   Principal Signature: Date

2) The only item on your Destiny Checkout Form will be the district owned mobile equipment.
3) You will then take a copy of the Summer Checkout Form and your Destiny Checkout Form to your principal to complete the EOY procedure.

4) When you return in the fall, you will need to check your district owned mobile equipment back into the library so the Library Assistant can verify the return and then she/he will check it back out to you for the school year.

**Leaving GISD and have district owned mobile equipment checked out:**

1) Take your district owned mobile equipment to the library and notify the library assistant that you are leaving the District. The library assistant will notate that and provide you with a Destiny report that has the district owned mobile equipment still listed on it.

2) Take your Destiny report and your district owned mobile equipment to the MIS Department at the Support Center. They will sign on your Destiny report that your district owned mobile equipment was returned. Return the signed Destiny report to your principal to finalize your clearance.

**Fax machines**

Fax machines are not provided or supported by the MIS department. MIS does provide support for the fax lines. If a fax line is out of service, submit a Help Desk ticket for resolution.

**Help Requests**

Help requests are to be placed through School Dude. The Easy icon appears on every District teacher and staff computer:

You will see the following page:
Enter your e-mail address in the space provided. NOTE: Only use firstname.lastname@gisd.org. **Do NOT include an underscore in your email address!**

As a new requester, enter your last name into the box provided.

Click Submit.

Next, you should see the page below OR the next page as shown:

If you do see the above page, select your name by clicking on the circle.
Click Submit.

If you see the below page next, your last name and e-mail address should already be filled in. Fill in the remaining fields. Please include a phone number so that we may contact you directly should we have any questions

Click Submit.
After your initial login, the above page is where you will always begin after logging in. This is the MIS Help Desk Service Request page and will serve as your Help Desk Home Page.

TABBED SECTIONS:

The Settings Tab

The Settings Tab will show you the SchoolDude products that we use.
Click on the IT Request link and your settings will be presented to you. If you need to make corrections or add your phone number, this is where you can do so. Make changes if necessary, enter your password at the bottom and click Submit. If you do not have any changes to make, simply click on the IT Request tab and you will be ready to submit your Service Request.
IT Request Tab

The MIS Help Desk Service Request page displays the form you need to fill out each time you need to request service from the MIS Department or PEIMS. Those fields marked with a red checkmark in a box (✓) are required and cannot be skipped. Please describe your problem in as much detail as possible so that we will be able to assist you as quickly as possible.

STEP 1: Be yourself. If this is not your information, click on the word “here”, to log in as yourself.
STEP 2: ☑ Enter your Location, Area, and Room Number.

STEP 3: ☑ Click on the Problem Type that best describes your issue.

**Accounts/New** – Select this to request a Student Login for the computer. Please include the Student Name, Student ID, and Student Date of Birth.

**Browser Filtering (CIPA)** – Select this to request a website to be blocked or unblocked – please include the URL.

**Computer Services** – Select this if you are having problems with your Computer (desktop/laptop), Monitor, Keyboard, Mouse, Docking Station, Network Connectivity.

**Document Camera** – Select this if you are having problems with your document camera.

**Email** – Select this if you are having problems with your e-mail.

**Event Setup** – Select this if you need a projector for a training or meeting.

**Miscellaneous/Questions (IT)** – Select this if you are unsure of how to submit your issue.

**Mobile Device** – Select this if you are having problems with your district owned mobile device (iPad, laptop, MacBook, Tablet, Chromebook, etc.).

**Password** – Select this if you need your computer login password reset or Skyward password reset.

**Printers** – Select this if you are having a problem printing or a problem with your printer. Please include the model of the printer.

**Projector** – Select this if you are having a problem with your projector.

**Remote Access** – Select this if you are requesting remote access or if you are having issues with remote access.

**Report Creation** – Select this if you need a Skyward custom report created for you.

**Smart Board** – Select this if you are having issues with your Smart Board.
**Software Request** – Select this if you need to have district approved software installed or updated; if you are having issues with your software (other than email – click on email for those issues). Please include the name of the software.

**Telephone Services** – Select this if you are having problems with your Cisco phone or sending/receiving of faxes.

**Time Clock** – Select this if you are having time clock issues. Please include the location of the clock if your campus has multiple time clocks.

**Training** – Select this if you need Skyward training.

**Video Conferencing** – Select this if you need assistance setting up for a video conference or if you need to provide information to MIS for a video conference.

Once you have clicked on the appropriate Problem Type, the page will refresh and your problem type will be highlighted with a red circle that says “OK”. If you do not see this red circle, please click again.

**STEP 4:** ✔️ Describe your problem or request. Please include as much detail as possible such as the computer name, student name, student id, student date of birth, etc when applicable.

**STEP 5:** If you are a teacher that has a conference period and the request needs to be completed during a time when you or the students are not using the computers (i.e., remote install of software to all the student computers) and cannot be done during maintenance mode, please put in a timeframe of when the work can be completed. If you move campus to campus, please put in a timeframe for the particular campus where you are having the issue.

**STEP 6:** If you are receiving an error message, please attach it and send it to us. This kind of information can help us troubleshoot the problem prior to visiting or remoting in to the computer.

**STEP 7:** ✔️ The password for submitting a request is currently password.

**STEP 8:** ✔️ Click on Submit so that we will receive your service request. If you forget to click on submit, we will not receive the request. After clicking on submit, you will be taken to the My Requests page. This is where you will see all of your MIS Service Requests.
The My Requests page shows you all the MIS service requests you have entered. If you have entered any maintenance requests, you will see them as well. For each request, you will be able to see the current status, who the request has been assigned to, the date you submitted it, and any Action notes that have been made.

SEARCH KNOWLEDGE BASE

Before putting in a service request, the Knowledge Base is provided for you to search for answers to your problem to see if you can correct the current issue on your own.

To get started, click on the Search Knowledge Base link at the top of the page.
## My IT Requests

Note: Once the request is assigned to someone for approval, you no longer can edit the request. You can click on the current assigned person name to send email and request changes on your request.

### Search for

Search this results for:

1 - 1 of total 1 listed

<table>
<thead>
<tr>
<th>Status</th>
<th>Location</th>
<th>Action Taken</th>
<th>Complete Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident ID</td>
<td>Description</td>
<td>Request Data</td>
<td>Type</td>
</tr>
<tr>
<td>Area</td>
<td>Administration</td>
<td>10/23/2013 1:56:46 PM</td>
<td>This is a test</td>
</tr>
<tr>
<td>Area Name</td>
<td>No Action Note</td>
<td>Accounts/New</td>
<td></td>
</tr>
</tbody>
</table>

### Legend

- **Sort on this field**

CIP: 198.246.160.2
SID: MS804
DID: 2
CJA: Firefox/23.0

Copyright© 1999-2013 SchoolDude.com, Inc. All Rights Reserved. Legal Stuff
The page that shows next will be similar to below.

For best results, you can select a Problem Type and Classification, no questions or key words, sort by Problem Type and then click Search Now. If a question fitting your criteria has been entered into the system by MIS, you’ll be taken to the Knowledge Base Search Results page.
The example below shows the requester asking about no video on the teacher computer.

iPads

The District’s Grant program has provided iPads for some but not all campuses. After initial Grant funding campuses must fund the cost to replace outdated or non-operable (out-of-warranty) iPads.

Inventories

Campus Librarians maintain equipment inventories for their respective inventories in the Campus Destiny system.

Lost or Stolen Equipment

Report all lost or stolen equipment immediately. Notice must be sent to the Campus Librarian, MIS and the GIDS Police Department (in the case of stolen
equipment). Refer to the Acceptable Use Agreement for financial responsibility for lost or off-campus stolen equipment.

**New Employee Network and Email Accounts**

The process for adding new employees to the network, email system and for new teachers, to Skyward and Eduphoria is as follows:

- Human Resources sends new employee names to MIS once HR has received all new employee information for their records and HR reports to MIS that the new employee has signed the District Acceptable Use Agreement for network access.
- The names are entered into Eduphoria by the MIS Help Desk.
- The Eduphoria request is routed to MIS Network Administration for network and email access.
- The same Eduphoria request is routed to the PEIMS Department to add teachers into the Skyward Student System.
- The PEIMS Department emails the new teachers with their appropriate Skyward login information.

**Printers**

The District uses HP and Dell Printers. (Aware users currently have Brother All in One printers specifically for scanning testing docs). Individual Campuses are responsible for purchase of printers and printer supplies, including print cartridges. Personally owned printers may not be used with District equipment.

**Remote Access (Any non-district site)**

Requests for remote access to the District network through Citrix must be submitted by either the campus principal or department administrator using the following form: (NOTE: Teachers access Skyward Educator Access via the web and does not require Citrix Access.)
FORM TO REQUEST ACCESS TO GISD WAN VIA THE EMPLOYEE PORTAL

This form is to be used for supervisory approval of employees wishing to obtain access to Galveston ISD WAN resources via the Internet.

This access is restricted to employees with valid User ID access. Employees should maintain non-trivial passwords (such as the word password). All restrictions and policies governing unauthorized access shall be adhered to and penalties for non-compliance shall be consistent with Galveston ISD Employee Policy.

Management: Please discuss with GISD Human Resources and Payroll processing pertinent issues that arise when hourly & non-exempt employees, during non-business hours, are given access to resources necessary for performing normal work activities. Issues arise with hourly employees having access to perform work during off hours with regard to the Employer’s obligation to provide compensation. It is recommended that access to the GISD WAN using the employee portal be limited to non-hourly employees for all but a few exceptions. All exceptions should be approved by the Superintendent.

APPLICATION FOR ACCESS TO GISD WAN VIA EMPLOYEE PORTAL

Name: ___________________________ Dept/Campus: ___________________________
Position: ________________________

WINDOWS NETWORK USER ID: ___________________________
Supervisor Name / Title: ___________________________

Check below if you require access via the Portal:

___ Skyward Finance  ___ Skyward Student  ___ Skyward Educator Access

I, ________________, understand that access to the GISD WAN via the Employee Portal requires strict adherence to computer security guidelines regarding user ID’s and passwords. Failure to observe security rules may expose user files and resources to deletion, modification or other undesired results.

Employee Signature ___________________________ Date ______________

Supervisor Signature ___________________________ Date ______________

Superintendent Signature* ___________________________ Date ______________

*Required when authorizing non-exempt/hourly employee access to Employee Portal

Revised 12/16/08
Requests for New Software

See Computer and Software Approval Process above.

Room & Equipment Reservations – Admin & Annex Buildings

Meeting rooms in the Administration and Annex Buildings include the Library and the Board Room in the Administration Building, and the MIS Lab and Annex A in the Annex. The Board Room must be reserved through the Superintendent’s secretary.

Reserve meeting rooms through Eduphoria, an icon for which should appear on every District teacher and staff member’s desktop.

In Eduphoria select facilities&events.

![Eduphoria Icon]

The Library is equipped with a telephone, a projector and screen. The room has both wired and wireless connections to the District network.

The MIS lab includes a projection screen, wired and wireless network connections, phone, and a desktop computers.

Annex A includes a Rover complete with projector and sound system. There are wired and wireless network connections, along with a screen.

Services not handled by MIS

Equipment items used on campuses that are not supported by the MIS Department are shown on the following table:

<table>
<thead>
<tr>
<th>Item</th>
<th>Responsible Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Television Sets</td>
<td>Campus Principal</td>
</tr>
<tr>
<td>Palm Devices</td>
<td>No longer supported</td>
</tr>
</tbody>
</table>
Skyward Finance System:

Staff with access to the Skyward Finance system can login to that system by clicking on the Skyward Finance Web icon:

![Skyward Finance Web Icon]

Credentials for the Skyward Finance System are issued for staff members authorized by the Finance Department.

It is very important, when using Skyward WEB Finance, that you do **NOT** use the **x** button (upper right-hand corner) to close a screen. You should ONLY use the **EXIT** button to Exit the program or the **BACK** button to go to a previous screen. Using the x button will cause the system to not work correctly.

Skyward Mobile App

Skyward’s Mobile App can be found in the APP Store on an iPhone or the iPad. The Mobile App can be found in Google Play on Android devices. Click in the Search bar and enter Skyward Mobile Access for the Employee Access. Follow the instructions for using the Mobile App. You will need to set up a 4-digit code for use on the device. When initially setting up the App, search by Zip code (77550) and select Galveston School District.

Skyward Student System:

Teachers are able to reach the Skyward Student System either from campus or when away from the District. Citrix access is not required. There is an icon on teacher desktops for the Student System, Educator Access Plus:

![Skyward Educator Access Plus Icon]
When away from the District Educator Access Plus can be reached using the following URL in any browser:
https://eaplus.gisd.org/scripts/wsisa.dll/WService=wsEAplus/seplog01.w

Login credentials are obtained from the PEIMS Department.

It is very important, when using Skyward Educator Access Plus, that you do **NOT** use the x button (upper right-hand corner) to close a screen. You should ONLY use the “EXIT” button to Exit the program or the “BACK” button to go to a previous screen. Using the x button will cause the system to not work correctly.

**Smart Boards:**

1. Prior to ordering a SmartBoard, get with MIS for a walkthrough to discuss locations and use considerations.
2. Once a new Smart Board is received, notify MIS to coordinate the installation of the board with maintenance, software installation and to connect/test boards once installed.
3. Upon receipt, have the librarian/library aide catalogue all parts in Destiny-MIS will work directly with the library to accomplish this task. Librarian to check out parts (pens, erasers, power bricks, usb cables) to teacher in room at beginning of school year; check in parts from teacher in room at end of school year and secure them. **During the year teachers must secure all miscellaneous equipment. Any lost items are the campus responsibility for replacement parts.**
4. Placement of a wall-mounted board (without a projector) is important – check where ceiling projector is facing, location of teacher lcd panel, if power required – are power outlets available?
5. If real estate allows for it, a SmartBoard stand is an excellent way to avoid some of the issues faced with a wall-mounted board.

**Software Standards:**

Users are not allowed to download or add software to any district computer. Software must be reviewed by the Curriculum Department and approved by the MIS Department prior to purchase.

Older “Legacy” software will not be considered or approved under any circumstances.
Summer Projects

The MIS Department refreshes campus computers during Summer break. Computers used for Summer School are not modified for Summer School courses.

Telephone System and Numbers

The District has a Cisco Voice over IP telephone system in all campus and administrative offices. Each telephone instrument has a directory function which lists, by name, all users with Cisco phones. Computers are directly connected to the Cisco telephones, so moving equipment must be handled by the MIS department.

There is a numbering plan in place for all buildings throughout the district as follows:

<table>
<thead>
<tr>
<th>Building</th>
<th>Numbering Plan (area code 409)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration (Support Center)</td>
<td><strong>766</strong>-5100-5199</td>
</tr>
<tr>
<td>Alamo</td>
<td>761-766-6185 - 6199</td>
</tr>
<tr>
<td>Annex</td>
<td>761-3900 - 3999</td>
</tr>
<tr>
<td>Austin</td>
<td>761-3500 - 3699</td>
</tr>
<tr>
<td>Ball HS</td>
<td><strong>766</strong>-5700 - 5899 &amp; <strong>761</strong>-6050 - 6099</td>
</tr>
<tr>
<td>Central</td>
<td>761-6200 - 6324</td>
</tr>
<tr>
<td>Crenshaw</td>
<td>761-6350 - 6399</td>
</tr>
<tr>
<td>DAEP</td>
<td>761-6575 - 6599</td>
</tr>
<tr>
<td>Morgan</td>
<td>761-6700 - 6774</td>
</tr>
<tr>
<td>Oppe</td>
<td>761-6500 - 6574</td>
</tr>
<tr>
<td>Parker</td>
<td>761-6600 - 6674</td>
</tr>
<tr>
<td>Rosenberg</td>
<td>761-6800 - 6874</td>
</tr>
<tr>
<td>San Jacinto</td>
<td>761-6900 - 6974</td>
</tr>
<tr>
<td>Scott</td>
<td>761-6100 - 6174</td>
</tr>
<tr>
<td>Transportation (not in service yet)</td>
<td>761-6175 - 6184</td>
</tr>
<tr>
<td>Weis</td>
<td>761-6400 - 6499</td>
</tr>
</tbody>
</table>
Wireless Access Points

All campuses are equipped with wireless access points. Access points have been installed in nearly every campus throughout the District in 2016.

Some campuses are equipped with laptop carts. These carts have wireless access devices providing network connectivity for the laptop computers. In addition to the carts; most campuses have campus-wide wireless access.

Laptop computers are assigned to appropriate wireless access devices by the MIS Department. Access to the wireless networks is controlled by the MIS Department. iPads, Chromebooks and some laptops use the District’s wireless network.

Wireless Access for Guests

Visitors can access the GISD Guest wireless network. On their device they should select GiSd_Guest from the available wireless networks if in range of one of the District’s wireless access devices. The password for the Guest wireless network is gisdguest. Access to the District network or District resources is restricted.

Wiring

Requests for additional network drops should be submitted via Help Desk. Some requests can be accommodated by the Facilities Department. Outside contractors may be used subject to available funding.