

Caswell County Schools

Computing/Networking Device Acquisition and Installation Procedure

In compliance with our Board of Education policies (Fixed Asset Inventory # 510.2, Purchasing # 545.2(b), Control of Data Processing Materials # 525 and Acceptable Use # 630) the following procedure is to be followed by all employees:

1. All purchases of technology devices that will require access to our Network must be pre-approved by the Information Technology Department for standardization, warranty, support service, security and compatibility of equipment.
2. All purchases of technology devices that will require an initial configuration by the CCS IT Tech Support must be shipped directly to the IT Department at the BYAB location for Inventory control, monitoring of order status and to reduce time and cost of handling and transporting new equipment.
3. Any computing/networking device will not be assigned to a new or different location (building/classroom/office/user) without previously consulting with the IT Department for inventory updates and configuration changes that might be required. Only IT Staff is authorized to install new equipment in our network.
4. The technology devices referred in this procedure include all computer hardware such as servers, desktops, laptops, netbooks, tablets, kindles, switches, routers, access points, surveillance cameras, etc. that will require connectivity to our Network.

Thank you so much for your attention to this matter and your cooperation.

Updated: August, 2013