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Technology Department
Procedures and Guidelines
For Faculty/Staff
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Comanche Public Schools Technology Department aides in the implementation of technology for the district. Guidelines and procedures set forth are to ensure the integrity of the network systems and accounts governed by Comanche Public Schools and its Technology Department.

Definition of technology: Equipment, software, and accessories connected to the internet, ethernet, and or network systems operated by CPS Technology Department, including but not limited to: iPads, computers, keyboards, mouse, printers, phones, copiers, printers, LCD displays, projectors, remotes and speakers. This also extends to any external device that may be connected to any above device by the district ex: apple tv, vivi box, external harddrives, etc.

Guidelines:

1. Technology devices in the classrooms are not to be removed from the classroom without the knowledge and consent of the building principal and technology department staff.
2. Technology devices in the classrooms are not to be moved within the classroom without the knowledge of the building principal and technology department staff. Ex: if you would like to move your computer to another part of the classroom please notify the above named we will be glad to assist you.
3. Technology devices procured with grants and/or donations become the property of Comanche Public Schools.
4. Accessories and personal devices: Attaching personal external internet and video components to CPS technology devices without the permission of the CPS Technology Department is prohibited. EX: personal apple tv's, firesticks, laptops, thumb drives, and external hard drives, decorative USB lights (or other personal devices that are USB compatible), etc.

Procedures:

1. Applications for a grant or donation for technology resources to be used on CPS campus are to be developed through consultation with the Technology Department to ensure compatibility with our network systems and devices. If you are unsure whether it is a Tech Department related item remember this: If it has the ability to connect to the internet or a technology device please contact the Technology department for assistance and guidance. The Technology Department cannot support devices that are not compatible with our network system. However, we want to support your efforts and ensure you receive devices that will enhance your abilities and visions in the classroom.
2. Purchasing personal devices with the intentions of connecting it to the school network system is discouraged. We will be happy to discuss with you needs for the classroom or activity prior to your purchase and are happy to assist you in finding a resolution that benefits everyone.
3. Requests for software or internet programs for use in the classroom need to be approved by the building principal and the CPS Technology Department. Software requires support and implementation by the Tech Department.
4. All technology hardware and software items will be purchased, inventoried, deployed, and managed by the technology department.