

BPS District Computing Facility Procedures

Instruction

Academic Computing Laboratory Management

The Bridgeport Public School networks, services and facilities are provided as a service of the Bridgeport Board of Education for the purposes of academic and administrative needs. It is the responsibility of each school to provide for the care and wellbeing of the equipment provided by the Information Technology Services department under the direction of the school principal and upkept with the assistance of the SYSOP.

COMPUTING TECHNOLOGY UPKEEP

- **Maintenance Cycle of Technology**

- All laboratories must comply with existing District minimum standards
- Laboratories are re-imaged on a biennial basis based on available ITS staffing
- Information Technology performs rolling upgrades of computer software on continual basis
- Technology will be replaced as funding and equipment becomes available on a rolling basis

- **Minimum Computer Standard**

- Form Factor: Desktop/Thin Client
- Minimum Model: HP8000
- Minimum RAM: 4GB
- Minimum Storage: SSD or the ability to replace with SSD
- Operating System: Windows 10
- Management: Active Directory Managed

**if your facility does not meet this minimum standard please submit a ticket*

- **Appropriate Usage of School Computing Facilities**

- Report all damage and missing equipment to the SYSOP of the school
- Computer equipment is not to be taken out of the laboratory
- Computer equipment is not to be exchanged with another room's computer equipment
- Handle all computing equipment properly and with respect
- Act appropriately at all times and be courteous to others, no horseplay
- No gum, food, or drinks in laboratory
- Students shall be assigned a specific computer for tracking purposes
- Leave computer volume level at or below 40 percent or off
- Please use headphones when watching audio or video whenever possible
- Do not make any changes to computer settings. (This includes desktop, screen saver, etc.)
- Students are expected to follow the District's Computer and Network usage policy

- **Upkeep and Facility Monitoring**

- Wherever possible the SYSOP shall review the condition of the laboratory on a weekly basis
- ITS field staff shall visually review the school's computer laboratory during each on-site rotation and resolve issues that have been reported as a first order of business during rotation

- **Reporting Facility Issues**

- Report technical issues with the computer facility to the SYSOP of the building
- Report any damage or stolen property to the Principal/Administrator or the building and the SYSOP who shall report to Information Technology Services for incident tracking