Appendix G
Campus Readiness Checklist

LONGVIEW INDEPENDENT SCHOOL DISTRICT

This document outlines campus responsibilities for technology maintenance. These duties can be performed either by technology department personnel or a designated member of the campus staff. Campus principals should carefully consider assigning a member of their own staff to these responsibilities, especially if they do not have a full time instructional technology specialist assigned to their campus. The benefits of designating campus personnel to fulfill these responsibilities are speed and flexibility. While the technology department makes every effort to maintain every computer in the district, district network and instructional needs take precedence.

Campus personnel may be assigned these duties after receiving training from the technology department. The campus principal or supervisor must agree to designate a minimum amount of time for the designated personnel to perform their duties. The minimum time allotment per day is calculated by multiplying the number of computers on the campus by 1/30 (10 minutes per computer per week). For example, the minimum time allotment for 60 computers would be 60 x 1/30 = 2 hours/day.

Campus Responsibilities:

Campus Internet and Email

Item	Notes
Latest recommended version of Internet Explorer installed on all networked computers	Technology department installs the then-current version of IE on new computers.
Proxy preferences set on all networked computers	Fastest browsing speeds can be obtained by configuring all computers to the latest technology department recommendations.
Email preferences set up on all staff computers	Technology department initially sets preferences for a single user.

Novell Network

Item	Notes
Novell Clients installation verified on all networked computers and login with the server established	Technology department initially installs the then-current client.
Student network users created and campus procedures for updating user accounts established and communicated to campus	Technology department creates student users at the beginning of the school year. New students and transfers are the responsibility of the campus.

Printer settings for all network printers configured and tested	
Campus procedures for backup of staff and student network files communicated and implemented	Campuses are ultimately responsible for the integrity and safety of their data both on the network and on local computers.

Computer Lab

Item	Notes
Daily computer lab startup and shutdown procedures established and applied	Energy conservation and the adverse effects of network maintenance to powered-on computers necessitate this.
Shared electronic schedule for lab use established and applied	
Desktop settings have been consistently applied to all computers (i.e. same shortcuts, eliminate desktop themes, power management turned off, DeepFreeze installed)	Abnormalities and true problems are more obvious when this step is taken both in the lab and throughout the campus.

Software/Hardware

Item	Notes
Undocumented and unapproved software on all campus computers has been identified and uninstalled	Unlicensed software will be immediately removed from a computer by the technology department without regards to the affects this may have on the user of the computer. This is a legal issue and non-negotiable.
Functional campus inventory database of software and hardware has been established and utilized	Technology department maintains software license databases for supported software only. It is the burden of the defendant to prove that all software in use is legal.
Filing system of software licenses on campus has been developed	Licensing problems can be averted if the licenses are easily located.