



# OXNARD SCHOOL DISTRICT

1051 SOUTH "A" STREET • Oxnard, CALIFORNIA 93030 • 805-487-3918

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## OSD ITS Teacher Workstation Support

ITS will image\* all Teacher Workstations (Desktops and Laptops) with:

- Network Connectivity via Network Cable (Wireless Connectivity is not currently supported)
- Microsoft Office Professional
- Internet Explorer
- Adobe Reader
- Adobe Flash
- SuccessMaker Management
- Accelerated Reader Management
- Citrix Web Client (SESP)
- AntiVirus Application
- Auto Shutdown

Teachers will have admin rights on their workstations. You may install legal, OSD approved software as required in the course of your work. Software installed by teachers will be deleted periodically during reimaging. Laptops must be checked in no later than the last day of school.

Teacher desktops/laptops may be reimaged at any time without notice. If you save files to your workstation's hard drive, you will lose your data when the computer is reimaged.

All teacher documents will be stored only on district servers. Teacher documents are not stored locally on any teacher workstation. ITS recommends that teachers wishing to work on files/documents at home save files to a USB flash drive.

Please note that you are ultimately responsible for District equipment that you take off site. All staff will sign the District equipment check out form when issued a Laptop. Currently laptops purchased by the District include 3 years of "complete care" warranty support. "Complete care" covers repairs due to accidental damage. Be aware that this warranty does expire and not all damage is covered.

Teachers unable to use any of the supported applications while on site should:

1. Contact site tech for support
2. Call the ITS help desk at 385-1516

ITS help desk cannot assist teachers with:

- Connecting to wired or wireless networks outside the district
- Software, printers, and other peripherals individually installed by staff members
- Viewing video from non OSD approved sources on teacher workstations

\*ITS uses software that sends a master copy or *image* of a computer to many computers.



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All staff issued a laptop will have to sign off on the following:

Quoted from Equipment Checkout Form

When the equipment listed above is taken off-site I assume responsibility for its safe return and shall be fully liable for any loss or damage. I will pay the cost of repairs or replacement.

Please initial each box to verify agreement:

- I have read and understand the OSD Employee Technology Acceptable Use Policy (AP 9885).
- I will take all necessary precautions to make sure that this equipment is kept safe from harm and/or theft and I will keep it locked up and secure when off campus.
- I acknowledge that this equipment is only to be used by me for work-related projects. It will not be used by non-OSD employees.
- I will not load any non-OSD approved software onto the system. I am aware that home technical support is not available for this system while it is loaned out. If a problem arises, I will immediately return the equipment to the site and have an OSD technology helpdesk repair ticket issued.
- I understand that when this equipment is taken off-site, I am responsible for its safe return and shall be fully liable for any loss or damage (BP 4441).