ADOPT A POLICY FOR NETWORK STANDARDS

THE CHIEF EXECUTIVE OFFICER RECOMMENDS:

That the Chicago Board of Education adopt the Chicago Public Schools Computer Network Standards Policy.

I.   PURPOSE

The Chicago Board of Education ("Board") is committed to supporting the integration of technology into the educational experiences of all Chicago Public Schools ("CPS") students. To support this commitment the Office of Technology Services has created a centralized network which is accessible and useful for all schools. The network provides an access point to other schools in the district, to the central office management programs, and to the Internet and its enormous volume of resources for information, research, and communications. Protecting the network at each school and for the whole district necessitates standardization of certain practices, procedures, equipment, and software throughout the CPS computer network. These standards are outlined in detail in the "Minimum Hardware, Software and Network Standards" available at http://www.cps.k12.il.us/Network_Standards.pdf.

II.   DEFINTIONS

Anti-virus – Software used to protect computers from destructive software programs; the anti-virus software implemented at CPS is Trend Micro and McAfee Virex

Asset tag – An identification number affixed to a computer and used for standardized naming conventions and to assist in inventory control

Client – A computer file installed by a software package to be utilized across a network, (i.e. SMS, Net Octopus, Timbuktu, Trend and McAfee)

Connectivity - A program's or device's ability to link, connect, and/or communicate with other computer programs, devices or systems

Hardware – Items of electronic equipment or their components used to support and run software

Industry benchmark - A point of reference from which measurements may be made as concerns best practices and quality performances in the computer industry

Internet - An electronic communications network that connects computer networks

Net Octopus and Timbuktu – A network management software tool use by CPS for Macintosh computers that provides similar services as Systems Management Server ("SMS")

Network – A collection of devices that are able to communicate with each other

PC – Refers to Windows-based computers

Software - The entire set of programs, procedures, and related documentation associated with a computer system

Server – A computer in a network that is used to provide services such as shared software or hardware to users

Systems Management Server ("SMS") - A tool that assists in managing PCs connected to a network, enabling inventory control, software distribution and installation, and diagnostic tests

Random-access memory ("RAM") – Memory that enables a microprocessor to execute programs and

Wide-area network ("WAN") - Data communications network that serves users across a broad geographic area

Wired – Physical connection between machines

III.   GENERAL PROVISIONS

The Network Standards were developed with support from school technology personnel, central office network management employees and industry experts. They establish a baseline for managing and maintaining a safe, secure, wired environment for all Chicago Public Schools. Factors which influence these standards include, but are not limited to: the Wide Area Network ("WAN") design; the integration of technology and instruction; computer maintenance and field support; Internet connectivity; industry benchmarks; security; inventory; management and administration.

Standards established include:

- Minimum hardware configurations allowed on the network
- Guidelines for attaching existing, used and donated computer equipment to the network
- Procedures for naming, asset tagging and database-registering equipment
- Mandatory anti-virus and network management software on each machine.

By establishing this policy, the Office of Technology Services will be able to provide continuous technology support for education. Any school or unit that connects machines to the Chicago Public Schools' Wide Area Network ("WAN") can affect connectivity at all other schools and units; therefore, everyone is responsible for network management and security. As such, the hardware, software and network standards are established for all users. The Network Standards, however, are fluid and as technology changes, the Network Standards will be updated to continually support an environment that facilitates technology integration into the curriculum.

IV.   MINIMUM STANDARDS

NEW COMPUTERS

New computers must be purchased from pre-qualified vendors named on the Strategic Sourcing vendors list. These computers will meet or exceed the Standards. All computers acquired after 1996 should meet the Standards except for RAM.

- All computers attached to the network must be at least Intel Pentium I class 100 MHz or Celeron processors, AMD K6-2 processors, and Power PC workstations or equivalents with at least 32 MB RAM
- All servers attached to the network must be at least Pentium II class 233 MHz and Power PCs or equivalents with at least 128 MB RAM
- Schools that purchase equipment outside of these guidelines, must comply with the Network Standards at their own expense

EXISTING, USED AND DONATED COMPUTERS

- Existing and used equipment must meet the minimum standards
- All donated equipment must first be received by External Resources and Partnerships to ensure that it meets minimum standards and that all required software is installed
- Equipment that does not meet the Network Standards may be used as stand-alone resources (i.e. not connected to the CPS network)

SECURITY AND MANAGEMENT

Standards are created as a guideline to ensure that each unit is aware of its responsibility to the security of all other units. By putting these Standards in place, the network environment will be secured from unauthorized external and internal harm.

- All computers attached to the network must be named according to the CPS Naming Standards, labeled with a CPS standardized asset tag, and registered in the OTS database
- For PC computers attached to the network, Trend Micro and Systems Management Server (SMS) clients must be on all machines
- For Macintosh computers attached to the network, McAfee Virex and Net Octopus and Timbuktu clients must be on machines
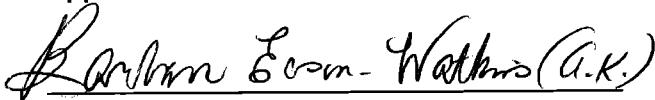
V.   DISCLAIMER

Chicago Public Schools will not assume responsibility for damages or loss of data sustained by user due to: hardware/software failure; file corruption; accidental deletions/damage; virus infection; theft; sabotage or natural disaster. Chicago Public Schools is not responsible for phone/credit card bills or any other charges incurred by users. Personal information transmitted or acquired via the Internet network is at the risk of the user.

VI.   FINANCIAL

The initial costs and ongoing management costs for the Network Standards are being assumed by OTS. In the future, schools may be responsible for some minor costs associated with new purchases and for costs to bring computers acquired outside of CPS standard procedures into compliance with the Network Standards.

Approved for Consideration:
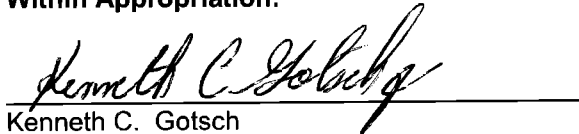
Dr. Barbara Eason-Watkins
Chief Education Officer

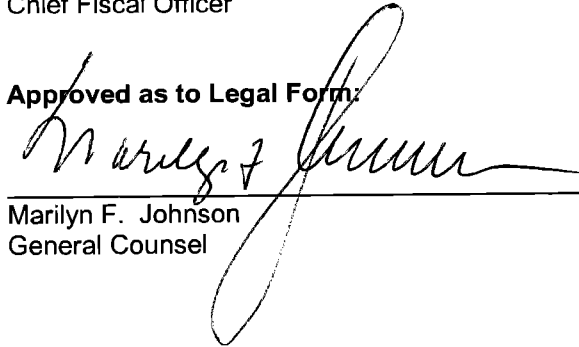**Approved:**

Arne Duncan
Chief Executive Officer

Within Appropriation:

Kenneth C. Gotsch
Chief Fiscal Officer

Approved as to Legal Form:

Marilyn F. Johnson
General Counsel