



Administrative Regulation 7224 GUEST WIRELESS NETWORK

Responsible Office: Office of Information Technology

PURPOSE

This administrative regulation establishes the guidelines related to use of the guest wireless network within the Washoe County School District ("District" or "WCSD").

REGULATION

1. The District encourages use of the Guest Wireless Network by students, staff, visitors, and other users using personal devices. Such use of the Guest Network shall be in accordance with Board policies and administrative regulations, as well as any applicable state or federal laws and regulations.
2. Guest Wireless Network
 - a. The District makes available a Guest Wireless Network (guest@wcsd) for use by staff, students, and visitors at all schools and administrative sites (i.e. Central Administration, Edison Complex)
 - b. Personal Devices. The Guest Wireless Network is intended for users wishing to connect to the Internet using personal devices.
 - c. District-owned Devices. District-owned devices shall be connected to the District's wireless network (ap@Admin; ap@##), not the Guest Wireless Network.
3. Access to the Guest Wireless Network
 - a. Staff. All staff are responsible for compliance with the District's Responsible Use protocols prior to using the Guest Wireless Network. (See Administrative Regulation 7211)
 - b. Students.
 - i. Student use of personal devices, including smartphones, tablets, laptops, and any device capable of connecting to the Internet through WiFi, through a cellular carrier, or by any other means, shall be in accordance with District policy.
 - ii. Students may have access to the District's Guest Wireless Network but will be subject to the District's responsible use protocols.

1. Parents/guardians who provide their children with a personal device for use at school assume responsibility for any inappropriate access to the Internet, through the District's Guest Wireless Network or through any other connection to the Internet.
 - iii. The District has no ability to filter Internet access or content on personal devices, except through use of the District Guest Network. It is the responsibility of parents/guardians who provide their student(s) with a personal device for use at school to filter this device at their discretion. If the device is not filtered, parents/guardians assume responsibility should their student(s) access inappropriate content.
 - iv. The District may temporarily or permanently "block" specific devices from accessing the Guest Wireless Network if those devices are deemed to be a security threat or are being used in violation of District policy or applicable laws.
 - v. Parents/guardians who permit students to bring to school personal devices capable of connecting to the Internet through networks other than the District's network acknowledge that the District's Internet filtering will not be in effect on those devices. Students should be encouraged to use only the WCSD Guest Wireless Network (guest@wcsd) while at school.
4. Access to the District's Wired or Wireless Network (not the Guest Network)
 - a. Staff, students and visitors are not allowed to connect any piece of non-District owned equipment into the District's wired or wireless network without the written approval of the District's Information Technology Security Department. This includes, but is not limited to, mini-hubs, switches, personal PCs, wireless routers or access points, robotic devices, vending machines, and credit card swipe terminals.. Such prohibition includes using a cellular device as a wireless hotspot to circumvent the District's filtering protocols.
 - b. All usage and network traffic from an individual's personal device is governed by applicable Board Policy and accompanying administrative regulations related to Responsible Use.
 - c. The District reserves the right to revoke the use of a personal device(s) on the District's network if the terms of the Responsible Use regulation are not followed.

5. Access Key and Connectivity

- a. The guest wireless network can be accessed using a wireless access key, which shall be made available through each site's administrative offices.
- b. The District cannot guarantee guest connectivity. During heavy network usage or certain student testing periods (i.e. SBAC, MAP, EOC), it may be necessary for the Information Technology Department to disable guest access to guarantee the quality of the network for the District's critical operations.
 - i. Such notification will be communicated through the IT Department Twitter account: <https://twitter.com/WCSDIT>

6. Support

- a. The Information Technology Department cannot provide support for personal devices. This includes connecting to the wireless, troubleshooting access or application issues on an individual's personal device, or email/calendar syncing issues.
- b. Staff should consult their carrier's website for the model phone or device as most, if not all, have online support for connecting to Exchange.

7. Disclaimer and Waiver

- a. The District is not responsible/liable for damage or loss to any personal device, the software on the device, or any content stored on the device as a result of using it on district property, or connecting it to the District's network. This includes physical damage or loss as well as any problems caused by malware which may be encountered during normal use. The safety and security of the device is the responsibility of the owner.
- b. The District is not responsible for the content accessed by users who connect via their own mobile WiFi or cellular service.

DEFINITIONS

1. Guest Wireless Network refers to filtered and managed access to the Internet through District technology resources.
2. Online Educational Services refers to resources such as software, online resources, programs, applications, and apps that enable creation, communication, collaboration, data management, storage, and sharing of digital media resources, written text, etc.
 - a. Examples include Microsoft Office 365, Google Apps for Education, computer software, mobile applications (apps), and web-based tools

provided by a third-party to Washoe County School District that students and/or their parents access via the Internet and use as part of a school activity.

- b. The term "online educational services" does not apply to online services or social media that students may use in their personal capacity outside of school, nor does it apply to online services that the District uses to which students and/or their parents/guardians do not have access (e.g., an online student information system, used exclusively by staff for administrative purposes).
3. Personal Device refers to any portable computing device capable of connecting wirelessly to the Internet, including but not limited to laptops, tablets, and smartphones, that are not owned by the District.
4. Technology refers to all District technology resources, including hardware, software, and services, whether on site or off site. Technology includes, but is not limited to, computer equipment and software, network equipment and software, services, including third party services, online educational services, operating systems, storage media, network accounts providing electronic mail, Internet browsing, and file transfers.

DESIRED OUTCOMES

1. Through this administrative regulation:
 - a. Staff, students, and visitors be able to utilize the WCSD Guest Wireless Network to enhance learning and work more efficiently.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This administrative regulation reflects the goals of the District's Strategic Plan and complies with the governing documents of the District, to include:
 - a. Board Policy 7200, 21st Century Learning and Digital Learning, and the associated administrative regulations
 - b. Board Policy 5100, Student Behavior, and the associated administrative regulations
 - c. Administrative Regulation 7211, Responsible Use and Internet Safety
2. This administrative regulation aligns and complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC).
3. This document complies with federal laws and regulations, and specifically:

- a. Children’s Internet Protection Act: 20 U.S.C. 6801 and 47 U.S.C. 254(h).
- b. Broadband Data Improvement Act, Title II, Protecting Children in the 21st Century Act

REVIEW AND REPORTING

1. This administrative regulation shall be reviewed as part of the bi-annual review and reporting process, following each regular session of the Nevada Legislature. The Board of Trustees shall receive notification of any required changes to the guiding policy as well as an audit of the accompanying governing documents.
2. Additional administrative regulations and/or other associated documents may be developed as necessary to implement and support this administrative regulation.

REVISION HISTORY

Date	Revision	Modification
11/27/2017	1.0	Adopted – replaces administrative procedure 7225, Guest Wireless Network – Staff Access