



Employee Instructions: Connect to GISD WiFi

Georgetown ISD Bring Your Own Device (BYOD)

Georgetown ISD employees may bring their personal mobile devices to school/work and connect to the Georgetown ISD wireless (WiFi) network.

Instructions for Connecting to Employee GISD Wireless (WiFi) Network

1. On your personal mobile device, open your wireless network (WiFi) settings.
2. Select **ENGAGE-STAFF** from the available networks.
3. A screen will appear prompting you to login. Enter your  (your computer username and password).
4. Click the **sign in** button.
5. Click the **Done** button if you are not automatically returned to your wireless network settings screen or to the Internet.
6. You are now connected to the Employee GISD Wireless Network.

Please Note:

- * You can only connect **one personal** mobile device to the Employee GISD Wireless Network at a time. *Your district-issued iPad and district computer do not count as personal devices; they are logged into a different network.*
- * You must follow the instructions above to **connect and login to ENGAGE-STAFF at the beginning of each day;** you are only required to **connect/login once per day.** If you move between rooms or buildings, you will be automatically reconnected to the **ENGAGE-STAFF** wireless network. **Your connection/login expires every night at midnight.**

Employee BYOD Guidelines

How many devices can I bring and connect to the GISD wireless network?

Employees can bring as many devices as they would like, but you can only connect one device to the GISD wireless network at a time.

What kind of device can I bring?

Employees can bring any personal mobile device, including laptops, netbooks, tablets, smart phones, and eReaders.

Are employees required to abide by the Georgetown ISD Technology Responsible Use Policy (RUP) for Employees even when using a personally-owned mobile device? <http://www.georgetownisd.org/Page/431>

Yes. Each time you access the Georgetown ISD wireless network, you are accepting the terms of and agreeing to abide by the Georgetown ISD Technology Responsible Use Policy for Employees. Employees must exercise caution when projecting or displaying their personal mobile device in the classroom.

Are employees required to use the Georgetown ISD wireless (WiFi) network to access the Internet?

No. Employees may connect to the Internet using their personal data plan (3G/4G) connection.

Are employee-owned devices subject to Internet filtering?

When you connect your personal mobile device to the GISD wireless network, your device will have the student-level internet filtering policy. If you are blocked by Lightspeed from accessing websites you can normally access from a GISD-owned computer, you can select **Not You?** in the top left corner of the webpage and login with your computer username and password. This will tell Lightspeed that you are an employee and allow you to access the sites you need that day.

Can an employee allow a student to use the employee's personal mobile device?

Employees are encouraged NOT to allow students to use an employee's personal mobile device. However, if you choose to do so, keep in mind that students' access to the Internet must be filtered to protect them from inappropriate images. You are responsible for any inappropriate content accessed by students on or with the device. You are also responsible for any damage that may occur for the device and cannot hold the student or the district liable for damage.

May I physically connect my personal device to the GISD Ethernet or to other GISD equipment?

It is NOT okay to connect:

- × Your personal mobile device to a GISD Ethernet port (hard-wired network connection).
- × Your personal printer to a GISD computer. Printers require driver software to be installed on the computer, and GISD does not permit the installation of personal printer driver software.

It is okay to connect:

- ✓ Your personal mobile device to a classroom projector or projection system using a VGA cable.
 - *Please note that if you connect your personal mobile device to a classroom projector/projection system, you should also connect your personal mobile device to the GISD wireless network. It is important that students view websites that have been vetted by our district's internet filter.*
- ✓ Your personal digital camera to a GISD computer using a USB cable (e.g. to retrieve photo files), if the camera does not require that drivers/software be installed on the computer.
- ✓ Your personal printer to your personal mobile device.

Can employees print to district printers from their personal mobile devices?

No. Printers are on a different network, so they will not be accessible for use from personal mobile devices.

Can employees save documents to their district Home folder (H: drive) from their personal mobile devices?

No. The Georgetown ISD wireless network is designed to give employees Internet access only. It is not the same network employees access from a district-owned computer. Employees will need to save their work on their device or to the cloud, such as in their Office 365 One Drive for Business.

What should employees do if they have a technical issue with their personal mobile devices?

The Georgetown ISD Technology Department will NOT be able to provide technical support or troubleshooting advice to employees on using personal mobile devices or connecting them to the Georgetown ISD wireless network. **If employees bring a personal mobile device to school, they are expected to know how to operate the device on their own.** An employee who is having trouble using or connecting his/her personal mobile device should consult the device's owner's manual for help with the issue.

What can an employee do if their personal mobile device is stolen, lost, or damaged at school?

If an employee's personal mobile device is stolen, lost, or damaged, the employee should contact a campus administrator (principal, associate principal, or assistant principal) and/or school resource officer (SRO) to make him or her aware of the offense. **Georgetown ISD will not be responsible for any theft, loss, or damage to an employee's personal mobile device or to content on the personal mobile device while the device is at Georgetown ISD or connected to the Georgetown ISD network.** It is important to report the theft, loss, or damage to a campus administrator or SRO so that the campus can return the device to you if it is turned in, but the campus will not be able to investigate each theft, loss, or damage.

Georgetown ISD is not responsible for any charges that may occur from the employee accessing other connections, such as an employee's 3G or 4G data connection, downloading paid apps or software onto an employee's personal device, or text messaging.

What are some ways employees can keep their devices safe?

Employees should keep their devices with them or locked in a secure cabinet in a locked room. **Employees should take their personal mobile devices home with them at the end of every day to keep the device safe.** Employees are encouraged to:

- ✓ Record your device's manufacturer, model, and serial number. Keep this information at home where you can find it later if you need it.
- ✓ Clearly label all personal mobile devices, peripherals, and accessories (e.g. cables, headphones) with the employee's first and last name.
- ✓ Protect tablets and smart phones with durable cases to protect them from accidental drops.
- ✓ Carry laptops, netbooks, and other devices in a cushioned bag or backpack designed for protecting them.
- ✓ Consider installing tracking software or apps that can help locate the equipment if it is stolen.

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