

December 17, 2002

TO: All Mac School Principals

FROM: Information Technology Services
Office of Information Technology

SUBJECT: **MAC SCHOOL HARDWARE AND OPERATING SYSTEMS POLICIES**

As technology is progressing, it has been necessary for Information Technology Services (ITS) to establish policies regarding the hardware and operating systems used for Mac School scheduling. Schools using Mac School must adhere to the following policies.

HARDWARE

- The Macintosh G3s (either the blue towers or Imacs) are the only models that can be used as Master Workstations and Servers. ITS provided each school with a G3 Server and Master Workstation to be used for this purpose.
- Either G3s or G4s can be used as the Client Workstations (these workstations do not transfer data back and forth to ISIS).
- The Server and **all** Workstations must be connected to a UPS (Uninterrupted Power Supply). **Interruption in power while in the Mac School program can cause data damage.**
- Schools who are out of compliance with this policy should call Support Services and schedule a technician visit for reconfiguration.

OPERATING SYSTEMS

- Operating System (OS) 8.6 through 9.2.2 are the only approved Operating Systems.

MAC SCHOOL REMINDERS

- **DO NOT** move, trash or rename files or folders that have been installed by ITS. These files and folders are used during transaction processing to relay data between Mac School and ISIS.
- It is extremely important for schools to contact Support Services the **first time** an error message occurs. Failure to resolve an error correctly could lead to further problems and/or loss of data.
- Backup Mac School files daily and send a backup to Support Services at least once a week, more often during periods of peak processing.

If you have any questions regarding this memo, please call Support Services at 305-995-3705(0).