



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: ENTERPRISE LICENSE – SYMANTEC ANTI-VIRUS SOFTWARE

NUMBER: BUL-717.1

ISSUER: Margaret A. Klee
Chief Information Officer

DATE: February 6, 2004

ROUTING

All Employees
All Locations

POLICY: To protect District computers against possible infections by computer viruses, the District has purchased a District-wide Anti-Virus software license. This license allows Los Angeles Unified School District to use the software on any desktop computer in the District, and allows District employees (but not students) to install the software to their home computers.

MAJOR CHANGES: This bulletin has been revised to reflect a change of a phone number. The new number to Information Technology Division's Helpdesk is (323) 224-2277. This bulletin replaces Bulletin K-23 entitled, "Enterprise License – Norton Anti-Virus Software" January 14, 2002. It contains new information on the release of the new version of the District-wide Enterprise License for Symantec Anti-Virus software.

GUIDELINES: The following guidelines apply.

Responsibilities of District Personnel

For computers connected to the Internet, the link to download the software is published on LAUSD's Software Copyright Compliance website <http://www.lausd.net/lausd/offices/itd/sccs/norton.html>. Once the virus protection software is installed the Symantec Anti-Virus software will regularly go out to the Internet and obtain updates.

The enclosed Symantec Anti-Virus CD is for use on computers not attached to the Internet. As part of the enterprise license, District staff is also permitted to install this software on their home personal computers and may use the CD to do so. The CD should be checked out for installation on stand-alone computers at your site, or for staff home use. Any computer not connected to the Internet, i.e., stand-alone, must obtain new virus definition files and manually install on those computers. It is recommended those virus definition files be downloaded from Symantec's web site at <http://www.symantec.com/avcenter/defs.download.html> and manually installed on those computers. Refer to "Frequently Asked Questions" on LAUSD's Software Copyright Compliance website. No additional mailings for this version of the CD will be made.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Staff may also download the software from the District's website to their home computer, but need to be aware that downloading from LAUSDnet may take several hours. It is recommended that individuals wishing to install the software on their home computers checkout the Symantec Anti-Virus CD from the appropriate site contact. See Attachment A for a recommended Checkout Agreement.

The Symantec System Center is the central management console that lets you centrally manage computers running Symantec Anti-Virus Corporate Edition, roll out virus protection, update virus definitions, manage Central Quarantine, and manage alert forwarding. Sites with technology personnel that are interested in obtaining the Symantec System Center (Console), please call Vickie Frederick at (213) 241-1070. Schools and offices are advised that installation, administration and support of the on-site Console are the location's responsibility. Please do not request the package if you do not have on-site personnel to administer the product. Please visit <http://enterprisesecurity.symantec.com/products/products.cfm?ProductID=155&EID=0> for more information.

The enterprise license is a legal agreement between the District and the distributor of the Symantec Anti-Virus software. The unauthorized use or installation of the software could result in legal liability. All users must follow the agreement. Refer to Bulletin No. 716 "Compliance with the 1976 United States Copyright Law – Computer Software" dated January 8, 2004 for information on LAUSD policy as it relates to computer software.

Product Specifications

Symantec Anti-Virus Corporate Edition 8.1 will only support Windows 98/98 SE/Me, Windows NT 4.0 Workstation/Server with Service Pack 6a, Windows 2000 Professional/Server, and Windows XP Home/Professional. However, we have also included Norton Anti-Virus Corporate Edition 7.61 which can be used for Windows 95. Windows 3.x and DOS are no longer supported.

Norton Anti-Virus for Macintosh 9.0 is for use on Mac OS X v10.1.5 or later. Norton Anti-Virus for Macintosh 8.0.4 is for use on Mac OS X v10.1-10.1.4. Norton Anti-Virus for Macintosh 7.0.2 is for use on Mac OS 8.1-9.2.2. Symantec does not support Macintosh servers at this time.

AUTHORITY: None



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

RELATED RESOURCES: BUL-716 provides information regarding unauthorized use or installation of the software that would result in legal liability.

ASSISTANCE: Please refer to Attachment B for installation instructions. Should you need assistance installing this software, please place a service call by calling Information Technology Division's Help Desk at (323) 224-2277. For further information, please contact Vickie Frederick, Director, Network Operations at (213) 241-1070.

LOS ANGELES UNIFIED SCHOOL DISTRICT
Information Technology Division

BULLETIN NO. 717.1
February 6, 2004

ATTACHMENT A

CHECK OUT AGREEMENT

Location: _____ Code: _____

I understand that as a condition of the District's Enterprise License, this Symantec Anti-Virus CD may not be use on any computer other than those listed below.

- District-owned computers (including those donated)
- Computers personally owned by District staff

I further understand by signing below, I acknowledge my responsibilities and understand that I may be held personally responsible for any mis-use, and that I have read and understand Bulletin No. 716 "Compliance with the 1976 United States Copyright Law - Computer Software" dated January 8, 2004.

Signature: _____ Employee #: _____

Date: _____ Room Number: _____

LOS ANGELES UNIFIED SCHOOL DISTRICT
Information Technology Division

BULLETIN NO. 717.1
February 6, 2004

ATTACHMENT B

INSTALLATION INSTRUCTIONS

Table of Contents

- A. Installing Symantec Anti-Virus 8.1 For Windows (32-Bit) From CD**
- B. Installing Norton Anti-Virus 7.61 For Windows 95 From CD**
- C. Installing Norton Anti-Virus 9.0 For Macintosh From CD**
- D. Installing Norton Anti-Virus 8.0.4 For Macintosh From CD**
- E. Installing Norton Anti-Virus 7.0.2 For Macintosh From CD**

A. Installing Symantec Anti-Virus 8.1 For Windows (32-Bit) From CD

System requirements:

- Windows 98/98 SE/Me; Windows NT 4.0 Workstation/Server with Service Pack 6a; Windows 2000 Professional/Server; Windows XP Home Edition/Professional Edition
- 32 MB RAM minimum
- 46 MB disk space
- Intel Pentium processor (Pentium II or higher recommended)

Installing Symantec Anti-Virus 8.1:

1. Before starting the installation, please save your work, close all open applications, uninstall any Anti-Virus software running on your machine, and reboot the computer.
2. Users who are installing to Windows NT/2000/XP must be logged on with local administrator rights.
3. Insert the Symantec Anti-Virus CD into the CD-ROM drive.
4. In Windows Explorer, double-click the CD-ROM drive to open it.
5. Double-click **SAV32.exe**. This launches the Setup program.
6. After you have read the LAUSD copyright notice, click **OK** to accept.
7. Click **Setup** to begin installation.
8. Please be patient during installation. This will take several minutes. The workstation will reboot when Setup completes. You should then see a yellow shield on your task bar. LiveUpdate will run in the background if you have an Internet connection.

LOS ANGELES UNIFIED SCHOOL DISTRICT
Information Technology Division

BULLETIN NO. 717.1
February 6, 2004

ATTACHMENT B

B. Installing Norton Anti-Virus 7.61 For Windows 95 From CD

System requirements:

- Windows 95
- 32 MB RAM minimum
- 43 MB of free disk space (80 MB during installation)
- Intel 486 processor (Pentium or faster recommended)
- WINSOCK 2.0 or later

Installing Norton Anti-Virus 7.61:

1. Before starting the installation, please save your work, close all open applications, uninstall any Anti-Virus software running on your machine, and reboot the computer.
2. Insert the Symantec Anti-Virus CD into the CD-ROM drive.
3. In Windows Explorer, double-click the CD-ROM drive to open it.
4. Double-click **NAV32.exe** in the **Windows 95** folder. This launches the Setup program.
5. After you have read the LAUSD copyright notice, click **OK** to accept.
6. Click **Setup** to begin installation.
7. Please be patient during installation. This will take several minutes. The workstation will reboot when Setup completes. You should then see a yellow shield on your task bar. LiveUpdate will run in the background if you have an Internet connection.
8. Open Norton Anti-Virus Corporate Edition.
9. On The File Menu, click Schedule Updates.
10. Verify that Enable scheduled automatic updates is checked.
11. Click Schedule.
12. For Frequency select Daily.
13. For When At: time select 8:00 AM.
14. Click OK.
15. Click OK again then Exit.

LOS ANGELES UNIFIED SCHOOL DISTRICT
Information Technology Division

BULLETIN NO. 717.1
February 6, 2004

ATTACHMENT B

C. Installing Norton Anti-Virus 9.0 For Macintosh From CD

System requirements:

- Macintosh OS X version 10.1.5 or later (workstation only)
- G3 or G4 processor
- 128 MB RAM
- 30 MB of available hard disk space for installation

Installing Norton Anti-Virus 9.0 for Macintosh:

The install procedure requires that you enter an Administrator password. Before starting the installation, please save your work, close all open applications, uninstall any Anti-Virus software running on your machine, and reboot the computer.

1. Insert the Symantec Anti-Virus CD into the CD-ROM drive. Double-click the CD icon to open it.
2. In the CD window, open the **Install for OS X 10.1.5 or later** folder.
3. Double-click **Norton Anti-Virus Installer**.
If the Authenticate window does not automatically appear, click the lock in the lower-left corner of the Authorization window to open the Authenticate window and continue with the rest of the procedure.
4. In the Authenticate window, type your Administrator password, and then click **OK**.
5. In the Welcome to the Norton Anti-Virus Product Installer window, click **Continue**.
6. Review the Read Me text, and then click **Continue**.
7. In the Software License Agreement window, click **Continue**.
8. In the agreement dialog box that appears, click **Agree**.
9. In the Select a Destination window, select the disk on which you want to install Norton Anti-Virus, then click **Continue**.
10. In the Easy Install window, click **Install**.
If you have other Symantec products installed on your computer, this button may say Upgrade.
11. In the installation dialog box that appears, click **Continue Installation**.
12. When installation is complete, click **Restart**.
13. Start Norton Anti-Virus and run **LiveUpdate** to get the latest virus protection (Internet connection required).
14. To change the scheduled monthly update to daily, open Norton Scheduler.
15. In the Norton Scheduler window, select Update Virus Protection and click **Edit**.
16. In the Choose a product update list, select All Products.
17. In the Set a Frequency list, select Daily.
18. Set the start time to 8:00 AM.
19. Click **Save** and Quit Norton Scheduler.

LOS ANGELES UNIFIED SCHOOL DISTRICT
Information Technology Division

BULLETIN NO. 717.1
February 6, 2004

ATTACHMENT B

D. Installing Norton Anti-Virus 8.0.4 For Macintosh From CD

System requirements:

- Macintosh OS X version 10.1-10.1.4 (workstation only)
- G3 or G4 processor
- 128 MB RAM
- 30 MB of available hard disk space for installation

Installing Norton Anti-Virus 8.0.4 for Macintosh:

The install procedure requires that you enter an Administrator password. Before starting the installation, please save your work, close all open applications, uninstall any Anti-Virus software running on your machine, and reboot the computer.

1. Insert the Symantec Anti-Virus CD into the CD-ROM drive. Double-click the CD icon to open it.
2. In the CD window, open the **Install for OS X 10.1-10.1.4** folder.
3. Double-click Install Norton Anti-Virus.
4. In the Authenticate window, enter your administrator password, and then click **OK**.
5. In the Welcome to the Norton Anti-Virus Product Installer window, click **Continue**.
6. In the Software License Agreement window, click **Accept**.
7. Review the Read Me text, and then click **Continue**.
8. In the Easy Install window, click **Install**.
9. After you have read the subscription notice, click **OK**.
10. Follow the on-screen instructions to complete the installation.
11. Click **Restart** when installation has completed.
12. Start Norton Anti-Virus and run **LiveUpdate** to get the latest virus protection (Internet connection required).
13. To change the scheduled monthly update to daily, open Norton Scheduler.
14. In the Norton Scheduler window, select Monthly Defs Update and click **Edit**.
15. Change the name for the task to "Daily Update."
16. In the Choose a product update list, select All Products.
17. In the Set a Frequency list, select Daily.
18. Set the start time to 8:00 AM.
19. Close the Edit LiveUpdate Task window, click **Save** and Quit Norton Scheduler.

LOS ANGELES UNIFIED SCHOOL DISTRICT
Information Technology Division

BULLETIN NO. 717.1
February 6, 2004

ATTACHMENT B

E. Installing Norton Anti-Virus 7.0.2 For Macintosh From CD

System requirements:

- Macintosh OS 8.1-9.x (workstation only) or
- Macintosh OS 8.5 or later (workstation only) for Control Strip functionality
- Macintosh PowerPC processor
- 24 MB of RAM
- 10 MB of available hard disk space for installation
- 3 MB of available hard disk space

Installing Norton Anti-Virus 7.0.2 for Macintosh:

Before starting the installation, please save your work, close all open applications, uninstall any Anti-Virus software running on your machine, and reboot the computer.

1. Insert the Symantec Anti-Virus CD into the CD-ROM drive.
2. Double-click the CD icon to open it.
3. In the CD window, open the **Install for OS 8.1-9.x** folder.
4. Double-click **Install Norton Anti-Virus**.
5. Follow the prompts to progress through the information screens.
6. For Install Location, confirm or specify a destination folder to install.
7. Click **Install**.
8. After you have read the subscription notice, click **OK** to accept.
9. Confirm the Virus Scanning Preferences and click **Set Preferences and Continue**.
10. Follow the on-screen instructions to complete the installation.
11. Click **Restart** when installation has completed.
12. Start Norton Anti-Virus and run **LiveUpdate** to get the latest virus protection (Internet connection required).
13. To schedule daily updates, click Schedule Future Updates.
14. Click **New**.
15. Type "Daily update" and click **OK**.
16. From the Event Type pop-up menu, select Update All.
17. From the How Often pop-up menu, select daily.
18. Enter the date and time the scheduled update should begin.
19. Click **Done**.