STAFF USE OF DISTRICT LAPTOP COMPUTERS AND MOBILE DEVICES

Staff members who are assigned the use of a district laptop computer, tablet, or other mobile device are responsible for the device and accessories care and maintenance. The following procedure must be followed by all district staff who are assigned a district laptop computer or other mobile device:

1. The staff member must read the district's network and computer policies and care for the equipment according to the information contained in these documents.
2. The equipment must be returned to the school technology staff to be serviced/maintained when necessary according to district standards, including upgrades to software.
3. If the equipment is damaged, lost or stolen, the staff member will notify the district immediately. The district will provide repair or provide the staff member with a replacement unit. The district will cover the costs involved unless it is determined by the district's Director of Technology that negligence on the part of the staff member was involved in the incident, in which case the employee will be charged the lower of the repair or replacement costs. Examples of negligence include, but are not limited to: leaving the device in an unsecured area unsupervised, submerging the device in liquid, and not taking reasonable care to avoid damage, such as throwing the device or running the device over with a vehicle.
4. When the staff member leaves the district, he/she must return any issued technology equipment in good working order.
5. In the case of an involuntary termination of the staff member, the staff member must return the equipment to the district.
6. Personal software may not be installed on district equipment, except with the technology department's approval.
7. Personal use of district technology must be approved by the staff member's supervisor in writing.
8. The district will not be responsible for personal data stored on the equipment. Staff members are encouraged to save all work to their "Documents" folder on their computer, which is backed up on district servers. Upon returning the equipment, the user agrees that all personal data has been retrieved from the device. The district reserves the right to reformat the disk at any time after receipt.
9. Each spring, employees with laptops or other devices checked out to them must complete the "Summer Technology Sign-off" form indicating where the device is to be secured over the summer. Completed forms must be returned to the district's helpdesk prior to the end of the school year.

LAPTOP CARE GUIDELINES

I. Remember your laptop is fragile. Treat it with care. Avoid exposure to extreme temperatures, dirt, dust, food, and drink.

II. Battery Care

a. Many people keep their laptop plugged in most of the time. Even if you usually use an AC adapter, make a point of working from the battery once a month and then recharging. It is best not to leave your laptop with its battery constantly charging.
b. Try to avoid running your laptop battery all the way to zero.

III. LCD screen

a. Don't press or poke the screen.
b. Avoid resting objects on the lid.
c. Never pick up or hold your laptop by the display.
d. Clean gently using a damp (not wet!) soft cloth.

IV. Viruses and Spyware

a. Do not disable the district's antivirus software. Antivirus software protects your computer from harmful viruses and malware.
b. Do not cancel antivirus or windows updates. Updates keep you safe from the latest security threats.
c. Do not open email attachments unless you specifically know the person sending the attachment and expect to receive an attachment from that person. Many viruses travel in email attachments.
d. Avoid indiscriminately downloading/installing software.
e. Additional software may slow down the machine and/or cause conflicts.
f. Be especially cautious of installing software when prompted to do so while on the Internet. Ask yourself, do I really need this download?
g. Never respond to an unsolicited email prompting you to respond or click on a link and provide personal information, including passwords. The district will never ask you to click on a link or respond with your password.

HOW TO AVOID THEFT

Due to size and portability, laptop computers and tablets are especially vulnerable to theft. Staff members should follow the rules set out below. A staff member will be held personally responsible for any district equipment and/or accessories that are stolen during the time they have been assigned to that staff member if it is determined that negligence on the part of the staff member lead to the incident. Below are some tips on how to protect your laptop or tablet from being stolen.

1. Do not leave a laptop or tablet in an unlocked vehicle, even if the vehicle is in your driveway or garage. Never leave it in plain sight. If you must leave your laptop in a vehicle, the best place is in a locked trunk. If you do not have a trunk, cover it and lock the doors.
2. Be aware of the damage extreme temperature can cause to computers.
3. Do not leave a meeting or conference room without your device. Take it with you.
4. Never check a laptop or tablet as luggage at the airport.

5. Lock the device in your office or classroom during off-hours or in a locked cabinet or desk when possible.

If a theft or damage does occur, immediately notify your supervisor and the district's helpdesk.

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