

STAFF USE OF DISTRICT LAPTOP COMPUTERS AND MOBILE DEVICES - REGULATION

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 of the first incident of damage 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 cases involving negligence and in subsequent cases of damage, the employee will be charged the lower of repair part 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. If a device is stolen, a police report must be obtained and turned into the District's technology department or the device will be treated as lost and the staff member will be liable for the replacement cost of the device.
4. When the staff member leaves the district, he/she must return any issued technology equipment in good working order.
5. Only District vetted software will be installed on district devices. Personal software is not allowed, and staff may not install software.
6. The district will not be responsible for personal data stored on the equipment. Staff members are encouraged to save all work to their "Google Drive" folder on their computer, which is saved in the cloud. 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.
7. Staff are allowed to keep devices over the summer at supervisor discretion. If staff opt to keep a device issued to them, they are responsible for the safety and security of the device. Staff may be required to return their device at any time as requested by the technology department, and staff who don't return to their position must return their device to their school/department upon resignation.

Laptop Care Guidelines

1. Remember your laptop is fragile. Treat it with care. Avoid exposure to extreme temperatures, dirt, dust, food, and drink.
2. 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.
3. LCD screen
 - a. Don't press or poke the screen.
 - b. Avoid resting objects on the lid.
 - c. Avoid closing any objects in the laptop when closing the lid.
 - d. Never pick up or hold your laptop by the display.
 - e. Clean gently using a damp (not wet!) soft cloth.
4. Malware and Updates
 - a. The District provides anti-malware software, but no system is impenetrable. Staff must exercise caution and common sense while using District technology.
 - b. Do not cancel software and system updates. Restart your device when updates are pending so the device is protected from the latest 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. Malware travels in email attachments.
 - d. Don't download/install software without approval.
 - e. 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 led 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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