

Acceptable Use Policy for Staff Laptops

Overview:

As we prepare our students for the future, the school district wants to provide staff members with the best possible tools to successfully do their jobs. With this intent in mind, we are pleased to offer you a laptop for your use both at home and at school. We believe a laptop will provide greater flexibility to work collaboratively anywhere in the school and provide easier ways to work from home on school-related materials such as parent newsletters, student handouts, and student grades. Please understand, however, this laptop is NOT your personal laptop. This laptop is district-owned property and should be viewed and treated accordingly. Although we hope it makes doing your job a little easier, it should not be viewed as a replacement for your personal home computer. Likewise, although the technology department wants to help with your questions, we cannot possibly support issues and questions that are related to your specific home environment or personal needs. The following guidelines have been established for staff laptop use.

1. The laptop may be used for school-related purposes only.

The laptop is not to be used by non-staff members (such as other family members) and should not be used for personal reasons, such as tax preparation, paying bills, shopping online, storing personal pictures and personally-used music, etc. Although occasional personal email messages are understandable, your school email should not be one's primary source for personal email.

2. No software programs may be loaded and/or no system settings may be altered without permission by the Danville Schools' technology department.

This includes educationally-related software, software that accompanies home printers, and software that accompanies devices such as iPODs, PDAs, etc. To maintain consistency for support reasons, software requests that are not directly purchased by the district will rarely be approved.

3. The laptop will need to remain connected at school when requested by the technology staff.

For example, in order to apply necessary updates, the technology department might require that the laptops remain at school and connected (in the docking station) during the month of June and various times of the year.

4. The technology department will not help setup or support a staff member's Internet connection at home and will not support problems specific to one's home environment.

If the laptop connects to the Internet at school and connects to the Internet at other "hot spots" (like at Panera Bread), but does not connect at a staff member's home, the problem will not be addressed by the technology department. In addition, the technology department will not support problems that arise when attempting to connect personal devices such as a personal digital camera.

5. Staff members are responsible for ensuring their files are being backed up.

Files should be saved to your "My Documents" location. All files saved to your "My Documents" location should automatically back up to your G: drive. Periodically, staff

members should verify that the files located in the G: drive match the files located in "My Documents." If they do not match, a helpdesk request should be submitted immediately.

6. Staff members are responsible for the protection of confidential files on the laptop.

If a laptop is lost or stolen, any files stored on the local computer (such as the files in "My Documents") can be read and viewed by others. Please take precautions to safeguard confidential documents.

7. Staff members are responsible for the replacement cost of a laptop if stolen, lost or damaged while outside the district perimeter.

If the laptop is believed to be lost or stolen, staff members should notify the technology department immediately.

8. The school district and its employees are not responsible for any harm resulting from the use of the laptop.

This includes, but is not limited to, service interruption, spread of viruses to other computers, and loss of data.

9. Staff members must agree to abide by the district Acceptable Use Policy.

In addition to the points listed above, staff members must abide by the district *Acceptable Use Policy on District-Provided Access to Electronic Information, Services, And Networks*, which is listed as board policy number 2250.

Should you have any questions about any of these guidelines, please don't hesitate to contact me at 317-745-2212.

Sincerely,

Brad Fischer
Director of Technology

Cut here and return the bottom portion to your school's main office.

I have read the *Acceptable Use Policy for Staff Laptops* and agree to obey all the guidelines listed therein.

Printed Name: _____

Signature: _____

Date: _____