

3140 EMPLOYEE LAPTOP USER POLICY AND AGREEMENT

District-owned laptop computers are the legal property of Scotia-Glenville School District and are provided to employees for use both on and off school grounds in order to enhance, enrich, and facilitate teaching and learning, administrative duties, as well as school communications. Laptop computers are to be used for school-related business, curriculum enhancement, research, communications and other instructional purposes. Internet activities must be consistent with this purpose.

Because Information Technology Resources are District provided benefits, there can be no expectation of privacy with respect to an employee's use of Information Technology Resources, including computers whether hardwired, wireless or handheld, software, files (current or deleted, portable media, portable storage devices, mobile devices, the Internet and email, including attachments). This includes, but is not limited to, accessing stored information, reviewing logs of incoming and outgoing information and messages, as well as the content of that information.

Incidental personal use of laptop computers must not adversely affect the performance of employee's official duties or the organization's work performance, must not be disruptive of co-workers or students, must be of limited duration and frequency, should be restricted to matters that cannot be addressed during non-duty hours, effectiveness or usefulness of the District's technology resources.

I understand that:

1. I will follow and enforce all the rules and conditions of Scotia-Glenville School District's Information Technology Policies and Procedures in addition to the following set of rules. A currently signed Staff/Non-Student Network Access Permission and Internet Safety Contract must be on record.

2. The laptop has district-standard software installed. Additional district authorized software and education/professional software may be installed on this computer, assuming the completion of Software Acquisition Request Form legal licensing is provided and kept on record in the ITD, and prior approval from the ITD is obtained.

- District-standard software may not be duplicated, transferred or downloaded to any other system or media.

- Scotia-Glenville School District is not responsible for any service interruptions or loss of data.

- Any data corruption or configuration errors caused by the installation of unauthorized software may require a complete re-imaging of the laptop and may result in loss of laptop privileges and possible disciplinary actions.

- Any unauthorized use or installation of software may result in the loss of laptop privileges and possible disciplinary action.

3. Antivirus software has been installed and configured for the laptop and will automatically download from internet connection. No user interaction is required. Windows Updates will automatically download from an internet connection and may require a restart.

4. Consent from the IT Department is required to adjust or alter the laptop by the addition or deletion of any hardware.
5. I will maintain backups of all files to external media or the district network drive.
6. I will keep the laptop in good working order and will notify the IT Department of any defect or malfunction during my use. Some repairs/issues may not be repairable.
7. The IT Department reserves the right to collect laptops at any other times deemed necessary.
8. I am responsible for the confidentiality and security of identifiable student information or other sensitive data on the laptop.
9. The laptop should always be used under my supervision. I will not allow my laptop to be used by an unknown or unauthorized person. I assume responsibility for the actions of others while using the laptop. I will not allow my network user account and password to be used by anybody other than myself.
10. I am permitted to use the laptop on a wireless network outside the Scotia-Glenville School District as long as it does not require me to install any additional firewall software or change any of my network configurations.
11. It is my responsibility for the security and care of the laptop. (Laptop User Guidelines below)
 - If the laptop is lost, stolen, or damaged while on or off school property, the incident MUST be reported within 24 hours to the IT Department, Business Manager, and/or local police.
 - If the lost, stolen or damaged laptop and/or accessories is determined to be caused by negligence or intentional misuse, I will assume the full financial responsibility for repair costs or fair market value of assessed equipment.
12. I must return the laptop, including case, accessories and peripherals upon employment termination, transfer or retirement in accordance with the district's exit procedures.

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Laptop User Guidelines

It is the employee's responsibility to keep their assigned laptop secure and protected at all times. Due care should be taken in the handling, transporting and usage of the laptop. Improper use or not being fully aware of safety issues can cause the laptop irreparable damage.

The following suggestions include:

- a. Use protected storage bags or carrying cases specifically designed for laptops.
- b. Lock laptops in cabinets or desks where possible.
- c. Use cable safety locks when necessary.
- d. Secure the laptop if you are temporarily leaving it unattended.

- e. Avoid creating a trip hazard when plugging in the laptop for power.
- f. Use car trunks or other means to keep laptops out of plain view; keep car doors locked.
- g. Be aware that extreme (hot and cold) temperatures in an enclosed vehicle will harm the laptop.
- h. Keep drinks, food, lotions and other harmful materials away from the laptop.
- i. Make sure that before you put the laptop into its carrying bag, it is left on in sleep mode.
- j. Inspect and clean the air vents in your laptop as part of your weekly routine.
- k. Operate your laptop on a hard surface preferably one that allows ventilation.
- l. Unplug any accessories whenever your laptop is not in use, even for short periods of time, as it uses power unnecessarily and can cause overheating.
- m. If your internet is delivered through DSL, cable or satellite, verify that your internet service provider (ISP) provides firewall protection.

Name: _____

Bldgs.(s): ___ GD ___ GW ___ LN ___ SA ___ MS ___
 HS ___ DO
 ___ BG

Home Address: _____

Phone (Home/Cell): (____) ____-_____

Laptop Type: Model (near keyboard): unknown_____

Asset Tag # _____ Serial #/Service Tag: _____

(all 6 digits of bar code) (Dell on bottom, HP under battery)

Date Taking Equipment: ____/____/____ £ Already have in possession

Date of Expected Return: ____/____/____ £ Permanent Assignment

Who is your ISP at home ? _____

Signature: _____

Date: _____

This policy will be reviewed annually to account for advances in technology and policy changes. Any questions, concerns or interpretations of this policy not covered in this document will be resolved at the discretion of Scotia-Glenville School Administration and the IT Department.

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