

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 the 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 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 putting the laptop into its carrying bag, it is left on in sleep mode.
- j. Inspect and clean the air vents in the laptop as part of a weekly routine.
- k. Operate the laptop on a hard surface preferably one that allows ventilation.

l. Unplug any accessories whenever the laptop is not in use, even for short periods of time, as it uses power unnecessarily and can cause overheating.

m. If the internet is delivered through DSL, cable or satellite, verify that the 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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6240 INVESTMENTS

The School District Treasurer is authorized to administer the investment program in accordance with district policy [as outlined in Appendix P](#).

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Revised September 13, 1993

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APPENDIX P

INVESTMENT POLICY

Whenever the District has funds (including operating funds, reserve funds and proceeds of obligations) that exceed those necessary to meet current expenses, the Board of Education shall authorize the Treasurer to invest such funds in accordance with all applicable laws and regulations and in conformity with the guidelines established by this policy.

Scope: The investment policy applies to all district funds and other financial resources not needed for immediate obligations and available for investment.

Objectives: The investment and deposit of district funds shall be governed by the following objectives:

- a) To conform to all applicable federal, state and local government laws, rules and regulations; and
- b) To be made in a manner so as to preserve, protect, and safeguard the funds of the School District; and
- c) To be sufficiently liquid so as to allow funds to be available as needed to meet the obligations of the School District; and
- d) To be invested in such a way as to earn a reasonable rate of return given the first three (3) investment objectives.

Delegation of authority: The authority to deposit and invest funds is delegated to the Treasurer, or the Treasurer's designee. These functions shall be performed in accordance with the applicable sections of the General Municipal Law and the Local Finance Law of the State of New York. The Treasurer shall insure that an adequate internal control structure exists which provides a satisfactory level of accountability and regulation of subordinate employees.

Standard of care/prudence: The Treasurer, in the investment process, shall be expected to act responsibly in recognition of the public trust and shall seek to avoid any act of commission or omission that might impair the public confidence and /or create the appearance of impropriety. The purchase and sale of securities and certificates of deposit shall be made through a competitive process. Investments shall be made with judgment and care that persons of prudent discretion and intelligence, having in mind the objectives set forth above, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

Internal controls: All funds collected or received by any district officer or employee shall be deposited into accounts designated by the Treasurer. The Treasurer shall establish and monitor controls reasonably calculated to safeguard deposits and investments against loss from an unauthorized use or disposition and to assure that transactions are executed in accordance with the relevant authorization and are managed in compliance with applicable laws and regulations. The Treasurer, in conjunction with the School Business Administrator, shall be responsible for the timely and complete recording of all financial transactions, including deposits and investment transactions.

Designation of depositories: The Board of Education shall designate the banks and trust companies authorized for the deposit of funds at the Annual Organizational Meeting and thereafter, as needed.

Collateralization of deposits: All deposits in excess of the amount insured under provisions of the Federal Deposit Insurance Act shall be secured in a manner consistent with General Municipal Law §10.

Safekeeping and collateralization: Eligible securities used for collateralizing deposits shall be held by a third party bank or trust company in accordance with security and custodial agreements approved by the district. The security and custodial agreements shall conform to all requirements of General Municipal Law §10.

Permitted investments: Subject to the limitations and requirements set forth in General Municipal Law, §11, district funds not immediately needed for expenditure, except monies the investment of which is otherwise provided by law, may be invested in the following types of legally permitted investments only:

- a) **Savings accounts, money market accounts, demand deposit accounts or certificates of deposit issued by a bank or trust company located and authorized to do business in New York.**
- b) **Obligations of the United States of America or obligations by agencies of the United States of America where payment of principal and interest is guaranteed by the United States of America.**
- c) **Obligations of the State of New York.**
- d) Repurchase agreements involving the purchase and sale of direct obligations of the United States Government; or repurchase agreements involving Notes or Tax Anticipation Notes of other school districts and/or municipalities with the approval of the State Comptroller and the Board of Education.

All investment obligations shall be payable or redeemable at the option of the Scotia-Glenville Central School District within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Scotia-Glenville Central School District within two years of the date of purchase.

Authorized financial institutions and dealers: All financial institutions with which the district conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Scotia-Glenville Central School District. The Treasurer is responsible for evaluating the financial position and maintaining a listing of proposed depositories and custodians. Such listing shall be evaluated at least annually.

Purchase of investments: Purchase of investments may be made:

- a) Directly through a bank or an authorized financial institution.
- b) By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the Comptroller Opinion No. 88-46 and the specific program has been authorized by the governing board.

All purchased obligations, unless registered or inscribed in the district's name shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be held separately from the general assets of the custodial bank or trust company, pursuant to the terms of a written agreement which conforms with the requirements above for collateral and shall be purchased, sold, or presented for redemption or payment by such bank or trust company only upon the prior written authorization of the officer authorized to make the investment or designees. All such transactions shall be confirmed in writing to the Scotia-Glenville Central School District by the bank or trust company.

Schedule of eligible securities for collateralization:

- a) Obligations issued or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.
- b) Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation, which under a specific State statute may be accepted as security for deposit of public monies.
- c) Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- d) Obligations of counties, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated on one of the three highest rating categories by at least one nationally recognized statistical rating organization.

Implementation:

Using the policy as a framework, regulations and procedures shall be developed which reflect:

- a) A list of authorized investments;
- b) Procedures including a signed agreement to insure the School District's financial interest in investments;
- c) Standards for written agreements consistent with legal requirements;
- d) Procedures for the monitoring, control, deposit and retention of investments and collateral which shall be done at least once a month;
- e) Standards for security agreements and custodial agreements consistent with legal requirements;

f) Standards for diversification of investments including diversification as to type of investments, and firms and banks with whom the School District transacts business.

Additional: The Treasurer, or the Treasurer's designee, shall submit to the Board of Education a monthly investment report which shall indicate new investments, existing investments, date of investment, date of maturity, interest rate, year-to-date and anticipated yields, and such other matters as the Treasurer deems appropriate.

The Treasurer, or the Treasurer's designee, shall be authorized to consult with financial advisors when appropriate.

Ref: Education Law §§1604-a; 1723-a; 2503(1); 3652

General Municipal Law §§10; 11; 39

Local Finance Law §165.

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6720 PROCUREMENT PROCEDURES

The Purchasing Agent shall be responsible for developing and implementing procedures for the requisition, receipt, storage and distribution of supplies, materials and equipment; establishing the purchasing calendar; administering the record keeping systems; and the training of staff regarding the purchasing system procedures.

All purchases shall be made through the Business office by the Purchasing Agent, without prior approval by the Board of Education, provided budget appropriations are adequate to cover such obligations.

In general the purchasing procedures shall address the following areas:

1. the manner in which goods and services are requisitioned;
2. the process by which purchase orders are generated or canceled;
3. the use of standard supply lists
4. the use of quotations and competitive bidding;
5. the process of reviewing, storing and inventorying materials and supplies;
6. the process of auditing and paying bills and claims for purchases;
7. relations with vendors and sales representatives.

All purchasing procedures shall ensure that legal requirements are satisfied; budgetary control is maintained; the quality of goods and services meets needs and specifications; and goods and services are supplied as needed.

In order to assure goods and services are obtained most economically and efficiently and in compliance with the New York General Municipal Law, the Board of Education adopts the procurement set forth in Appendix R.

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APPENDIX R

PROCUREMENT PROCEDURES

Competitive Bidding

Competitive Bidding will be conducted pursuant to General Municipal Law Section 103 for purchase contracts involving the acquisitions of commodities, materials, supplies, or equipment; for public work contracts involving the acquisition of services, labor, or construction; and for leases of personal property in excess of the respective statutory designated threshold dollar amount.

In the event a contract having been competitively bid is awarded to other than the lowest responsible dollar offer, the Purchasing Agent or his/her designee will include a written explanation setting forth the reason for the award to other than the lowest bidder in the procurement file.

A. Purchase Contracts

The Purchasing Agent or his/her designee will review the preceding year's expenditures for the same or similar items during the month following the close of the fiscal year to determine if said expenditures aggregate to an amount in excess of the threshold amount for purchase contracts. In the event said aggregate amount exceeds the threshold, competitive bidding will be followed in the succeeding fiscal year for purchase contracts for those same or similar items which separately may not be in excess of the statutory amount.

B. Mixed Contracts

Contracts involving both goods and services will be reviewed by the Purchasing Agent on a case-by-case basis to determine whether a contract involves a substantial amount of services or substantial amount of goods in order to determine which competitive bidding threshold is applicable. The procurement file will include all documentation relied upon by the Purchasing Agent in making his/her determination.

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Exceptions to Competitive Bidding

Competitive bidding is not required and will not be conducted for procurement of goods and/or services

- A. Under county contract;
- B. Under a state contract;
- C. Under a BOCES cooperative purchase agreement;
- D. Manufactured in the state correctional institutions;
- E. Purchased from agencies for the blind and severely handicapped;
- F. During an emergency situation provided
 1. the emergency arose out of an accident or unforeseen occurrence or condition;
 2. a public building, public property, or the life, health, safety, or property of district residents are affected;
 3. a situation requires immediate action which cannot await competitive bidding;
- G. When of a secondhand nature and purchased from the Federal or State government or any other political subdivision or public benefit corporation within the state;
- H. When goods consist of eggs, livestock, fish, dairy products (other than milk), juice, grains, and species of fresh fruits and vegetables purchased directly from producers or growers;
- I. From a sole source or when only one possible source exists such as patented goods or service or public utility services;

J. Determined by State Legislature to be excepted from competitive bidding.

The Purchasing Agent or his/her designee shall indicate in writing the following regarding any procurements made pursuant to the exceptions listed above and include said writing in the procurement file:

A. Vendor

B. Goods and/or service

C. Price

D. Exception

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Noncompetitive Bidding Procurements

When a procurement for goods or services is not statutorily required to be competitively bid, the following procedure shall be followed to assure the prudent and economical use of public money, in the best interest of the taxpayers, and to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances.

Purchase Contracts

A. Below \$20,000.00 but more than \$9,999.99, the purchaser shall solicit written quotes from three suppliers.

B. Below \$10,000.00 but more than \$3,999.99, the purchaser shall solicit written quotes from two suppliers.

C. Below \$4,000.00 but more than \$999.99, the purchaser shall solicit verbal quotes from three suppliers.

D. Below \$1,000.00 but more than \$499.99, the purchaser shall solicit verbal quotes from two suppliers.

E. Below \$500.00, no quotes are required but procurement decisions should be in the best interest of the District.

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Contracts for Public Works

A. Below \$35,000.00 but more than \$14,999.99, the purchaser shall solicit written quotes from three contractors/suppliers.

B. Below \$15,000.00 but more than \$4,999.99, the purchaser shall solicit written quotes from two contractors/suppliers.

C. Below \$5,000.00 but more than \$999.99, the purchaser shall solicit verbal quotes from two contractors/suppliers.

D. Below \$1,000.00, no quotes are required but procurement decisions should be in the best interest of the District.

Leases

Leases of personal property below \$10,000.00, the Purchasing Agent or his/her designee shall solicit written quotes from three lessor/vendors.

The Purchasing Agent or his/her designee will include in the procurement file the supporting written documentation for compliance with the foregoing as follows:

A. Verbal quotes: the telephone log or calendar date indicating the date, item or service desired, price quoted and name of vendor/contractor or vendor/contractor representative supplying the information.

B. Written quotes: vendor's written quote containing the date, description of item or detail of service to be provided, price quoted, name of contract.

Professional Services

The Board of Education will determine when the solicitations of proposals for professional services are in the best interest of the district. If such determination is made:

A. The Purchasing Agent or his/her designee will check listings of professionals and consult other local governments to compile a list of professionals available to provide the needed services.

B. The Purchasing Agent and his/her designee will contact three or more professionals and/or professional firms and request written proposals detailing the services required to compile a list of professionals available to provide the needed service.

All responses to a request for a proposal for professional services received shall be reviewed by a committee consisting of the Superintendent of Schools, the Director of Curriculum and Instruction and the Purchasing Agent, which shall review the proposals submitted considering price, experience, staffing, and suitability for the needs of the district. The Committee will make a recommendation to the Board who may in its discretion accept the recommendation of the Committee, and appoint the recommended professional(s) or firm, or reject the recommendation and determine it is in the best interest of the school district to appoint (an) other professional(s) or firm to provide these professional services to the district.

The Purchasing Agent or his/her designee will include in the professional service procurement file the method used to identify the professionals/firm for the solicitation list of professionals/firms, a copy of the written solicitation request, the proposal responses, the criteria used by the Committee for evaluating the proposal requests, and any other information relevant to the selection process.

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Annual Review

The Board of Education shall solicit comments from officers involved in the district procurement policy and review these procedures annually. The Superintendent of Schools shall be responsible for conducting an annual review of the procurement policy for evaluating the internal control structure to insure compliance with the policy, and for recommending revisions to the procedure with the policy, and for recommending revisions to the procedure to the Board of Education.

The unintentional failure to comply with the provisions of GML Section 104-b shall not be grounds to void action taken or give rise to a cause of action against the school district or any officer or employee thereof.

Conflict of Interest

In addition to all other restrictions imposed under the law, no employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest.

Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial

or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, except as otherwise permitted by law.

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