

Issuing District Technology to Staff and/or Students

The district may make laptop computers and/or tablets available to its staff and/or students to use inside and/or outside of school in order to enhance, enrich, and facilitate learning and teaching and to aid in administrative duties and school communications. All laptop computers, tablets and related equipment are district property. The use of the district's laptop computers, tablets, and/or related equipment shall be subject to all of the terms and conditions set out in the district's policies on appropriate use of technology, network systems, and the internet.

Staff's Use of District's Laptop Computer and/or Tablet

Prior to using the district's technology and related equipment, staff members shall sign a Staff Technology Acceptance Form and Consent to Use of the District's Technology, Network Systems, and Internet Access and agree to all outlined policies before being issued any piece of technology. Staff members shall not attempt to install software or hardware or change the system configuration, including any network settings, on any district laptop computer and/or tablet without prior consultation with the district's administration.

Staff members shall protect district technology and related equipment from damage and theft. Each faculty member may be responsible for any damage to the technology and related equipment they have been issued from the time it is issued to them until the time it is turned back in to the district. Staff members who choose to store school data, such as grades, tests or exams, on district laptop computers and/or tablets are required to back up this data on the district's network as a safety precaution against data loss.

Students' Use of District's Laptop Computer and/or Tablet

Prior to using the district's technology and related equipment, a parent/guardian and/or the student will sign a Student Technology Acceptance Form and Consent to Use of the District's Technology, Network Systems, and Internet Access and agree to all outlined policies before being issued a piece of technology.

Students shall protect district technology and related equipment from damage and theft. Each student may be responsible for and/or assessed a fee for any damage or loss of any component of the technology and related equipment.

Approved: September 29, 2015