

# NEW CASTLE AREA SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: LAPTOP COMPUTER POLICY

ADOPTED: November 16, 2005

REVISED:

MEMBERS	<p style="text-align: center;">815.1 LAPTOP COMPUTERS</p> <p>Section 1. <u>Purpose</u></p> <p>This laptop computer policy is a supplement to the New Castle Area School District's Internet Acceptable Use Policy and the District's Tech Support policies. The policies apply to the use of all laptop computers inside and outside the school premises, and staff members are expected to follow these policies when using the District's laptop computers.</p> <p>Section 2. <u>Delegation of Responsibilities</u></p> <p>The Superintendent shall develop procedures for the submission of requests and approval for the loan of such materials.</p> <p>Section 3. <u>Guidelines</u></p> <p>The New Castle Area School District permits staff to use the District's laptop computers inside and outside the school grounds in order to enhance, enrich, and facilitate teaching and administrative duties as well as school communications. The District's laptops are to be used as a productivity tool for school-related business, curriculum enhancement, research, and communications. Staff members may not use the District's laptops <u>strictly</u> for personal purposes. Staff members shall also exercise appropriate professional judgment and common sense when using the District's laptop computers. All laptops and related equipment are District property and are provided to the staff members for a period of time as deemed appropriate by the District's administration. As a condition of their use of the District's laptop computers, staff members must comply with and agree to all of the following:</p> <p><i>Note: Prior to being issued one of the District's laptop computers, staff members will sign the Laptop Acceptance Form and agree to all outlined policies.</i></p> <ol style="list-style-type: none"> <li>1. Staff members should NOT attempt to install software, peripherals, and/or change the system configuration including network settings WITHOUT prior consultation with Mr. James Foster, District Technology Coordinator.</li> </ol>
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2. Staff members are expected to protect laptops from damage and theft.
3. Each staff member IS monetarily responsible for any hardware damage that occurs off school premises and/or software damage including labor costs.
4. Staff members WILL NOT be held responsible for computer problems resulting from regular school-related use; however, staff members will be held personally responsible for any problems caused by their negligence as deemed by the District's administration.
5. Staff members will provide access to any laptop computer, equipment, and/or accessories they have been assigned upon the District's request.

### **General Laptop Use Rules**

It is extremely important that data be backed up. Documents saved on the 'Desktop' or in the 'My Documents' folder are synchronized with the server automatically during logging on and off of the school's network. Files saved in locations other than the 'Desktop' or 'My Documents' folder ARE NOT automatically backed up. It is the users responsibility to make sure that they are backed up.

Since the laptop's keyboard and touch pad are permanently attached to the rest of the system, make sure your hands are clean before using them. Because hand lotion is a major contributing factor to dirt and dust, please make sure that your hands are free from lotion before using the computer. It is costly to change a laptop keyboard and/or touch pad that has been damaged by excessive dirt. Refrain from touching the screen. If the screen needs cleaned, use a soft cloth and water.

Do not place drinks or food in close proximity to your laptop.

Extreme temperatures or sudden changes in temperature can damage a laptop. You should NOT leave a laptop in a vehicle for long periods of time during extreme weather conditions (hot or cold).

When using the laptop, keep it on a hard flat surface so that air can circulate through it. For example, using the laptop while it is directly on a bed can cause damage due to overheating.

ALWAYS keep your laptop plugged into a surge protector when it is plugged in or charging.

**Laptop Policy Acceptance Form**

I understand that all laptop computers, equipment, and/or accessories the District has provided me are the property of the New Castle Area School District. I agree to all terms in the District’s Laptop Policy, the District’s Internet Acceptable Use Policy, and the District’s Tech Support Policies. I will return the equipment to the District in the same condition in which it was provided to me.

I understand that I am personally responsible for any damage to or loss of any laptop computer and/or related equipment and accessories. In case of damage or loss, I will replace or pay the full cost of replacement of the damage or lost equipment with equipment of equal value and functionality subject to approval of the District.

I will not install any additional software or change the configuration of the equipment in any way WITHOUT prior consultation with Mr. James Foster, District Technology Coordinator.

I will be responsible for any other individuals using the laptop and/or related equipment and accessories that have been provided to me by the District.

I understand that a violation of the terms and conditions set out in the policy will result in the restriction and/or termination of my use of the District’s laptop computers, equipment, and/or accessories.

Print Name: \_\_\_\_\_

Building: \_\_\_\_\_ Room Number: \_\_\_\_\_

Laptop Serial Number: \_\_\_\_\_

I received carrying case with laptop:        Yes                  No

I received network patch cable with laptop:    Yes                  No

Signature: \_\_\_\_\_                                  Date: \_\_\_\_\_