

## LUSD STAFF TECHNOLOGY USE POLICY

This Staff Technology Use Policy is a supplement to the Acceptable Use Policy. Both policies apply to the use of all equipment both onsite and offsite. Staff members are expected to follow all of these policies when using District-owned equipment.

The Lakeside Union School District allows staff to use the District's equipment on and off site in order to enhance, enrich, and facilitate teaching and administrative duties; as well as school communication.

- The District's equipment (i.e. laptop, iPad, etc) is to be used as a productivity tool for school-related business, curriculum enhancement, research, and communication.
- Staff members shall exercise appropriate professional judgment and common sense when using the District's equipment.
- All District-issued equipment and accessories are District property and are provided to staff for a period of time as deemed appropriate by administration.

As a condition of use of district equipment, staff members must agree to all of the following:

- Prior to being issued district equipment, staff members must sign the Staff Technology Use Policy and agree to all outlined policies.
- Equipment is for the use of the staff member only.
- Staff members will NOT install, or attempt to install, unlicensed software or hardware, or change the system configuration including network settings.
- Staff members will protect the equipment from damage and theft. Asset tags/serial numbers will be stored in a safe place in case a theft needs to be reported.
- Staff members will return the equipment in the same condition in which it was provided to them. However:
  - If equipment fails due to normal wear and tear or faulty construction, it will be repaired or replaced by the District.
  - Staff member is monetarily responsible for any hardware damage that occurs due to negligence (including labor costs).
  - Lost/missing auxiliary pieces, such as power cords and adaptors, are the responsibility of the staff member.
- Staff members will provide full access to any assigned equipment, including accessories, upon District request.
- Staff members are expected to have their district equipment at school/work each day.
- If staff members take an extended leave from the district, all equipment must be returned to the district, and will be reissued upon return.
- Staff members will notify the district office immediately if a device is lost or stolen. All required paperwork will be completed and filed within 10 business days.

### **General Laptop/Tablet Usage Rules**

- Back up important files often. The District is not responsible for lost files due to system failure.
- Keep the device clean. Only use a soft, microfiber cloth on screens.
- Keep food and drink away from the device.
- Do not leave devices out in the sun, or in a vehicle, as extreme temperature or sudden temperature changes can damage devices.

- When using a laptop, keep it on a flat, solid surface so that air can circulate through it. Placing a laptop on a bed can cause the device to overheat.
- Use a surge protector when plugging in your device.

### How to Avoid Technology Equipment Theft

Due to size and portability, laptops and other mobile devices are especially vulnerable to theft.

- Do not leave equipment in a vehicle, even if parked in a driveway or garage. If you must leave equipment in your vehicle, place it in a locked trunk BEFORE arriving at your destination.
- Carry equipment in a nondescript carrying case or bag when traveling, and never check it as luggage at an airport.
- Take device with you when leaving a meeting or conference room.
- Lock devices in the office or classroom during off hours. If possible, use a locked cabinet.

If a theft occurs:

- Immediately notify site administration and the technology department.
- If a device is stolen on district grounds, staff member will work with site administration to file a police report.
- If a device is stolen off hours, or outside district grounds, staff member is responsible for filing a police report. A copy of the report needs to be submitted to site administration.
- The district reserves the right to determine whether or not to replace the item.

I agree to all of the terms as described in this document, as well as the Acceptable Use Policy.

I understand that a violation of the terms and conditions set out in this policy will result in the restriction and/or termination of my use of district equipment, and may result in further disciplinary action.

Should equipment become lost, stolen, or damaged while offsite, or due to negligence, I agree to have a payroll deduction in the amount of the district's insurance deductible per loss incident, currently \$500 for a laptop and \$200 for an iPad.

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

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

*Items Loaned – If item is used, please note condition as well.*

<b>Laptop</b>	Asset #
	Serial #
<b>iPad</b>	Asset #
	Serial #
<b>Accessories (list)</b>	