Washington Community School District
Staff Laptop Computer Policy

This Staff Laptop Computer Policy is a supplement to the Washington Community School District's Computer Acceptable Use Policy and the District's Tech Support policies. The District's Computer Acceptable Use Policy, Staff Laptop Computer Policy, and Tech Support policies apply to the use of all laptop computers inside and outside the school premises and staff members are expected to follow all of these policies when using the District's laptop computers.

The Washington Community School District has decided to allow staff to use the District's laptop computers inside and outside the school 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 use the District's laptops for limited personal purposes subject to this policy, the District's Acceptable Use Policy, and the District's Tech Support policies. Staff members also shall exercise appropriate professional judgment and common sense when using the District's laptop computers.

All laptops and related equipment and accessories are District property and are provided to the staff members for a period of time as deemed appropriate by the school'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:

- 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.

- Staff members should NOT attempt to install software or hardware or change the system configuration including network settings without prior consultation with Tech Support.

- Staff members are expected to protect school laptops from damage and theft.

- Each staff member is monetarily responsible for any hardware damage that occurs off school premises and/or software damage (including labor costs).

- 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 the District's administration.

- 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

If you have important data on the laptop, such as grades, tests or exams, you must back it up on your network folder as a safety precaution against hard drive failure. The seconds that it takes to create a backup are well worth the frustration if/when the computer hard disk fails.

Since the laptop's keyboard and touch pad are permanently attached to the rest of the system, make sure that your hands are clean before using them. Because hand lotion is a major contributing factor to dirt and dust, please make sure 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.

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 an unattended vehicle.

When using the laptop, keep it on a flat, solid 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 the supplied surge protector when it is plugged in or charging.

How to Avoid Laptop Computer Theft

Due to size and portability, laptop computers are especially vulnerable to theft. Staff members should follow the rules set out below. A staff member will be held personally responsible for any District laptop computers, equipment, and/or accessories that are stolen during the time they have been assigned to that staff member. Below are some tips on how to protect your laptop from being stolen.

1. Do not leave a laptop in an unlocked vehicle, even if the vehicle is in your driveway or garage. Never leave it in plain sight. If you must leave your laptop in a vehicle, the best place is in a locked trunk. If you do not have a trunk, cover it and lock the doors.
2. Be aware of the damage extreme temperature can cause to computers.
3. Carry your laptop in a nondescript carrying case or bag when traveling.
4. Do not leave a meeting or conference room without your laptop. Take it with you.
5. Never check a laptop as luggage at the airport.
6. Lock the laptop in your office or classroom during off-hours or in a locked cabinet or desk when possible.

If a theft does occur, immediately notify District's Administration and Tech Support.

Laptop Policy Acceptance Form

I understand that all laptop computers, equipment, and/or accessories the District has provided to me are the property of the Washington Community School District. I agree to all of the terms in the District's Staff Laptop Policy, the District's 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 damaged or lost equipment with equipment of equal value and functionality subject to the 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 Tech Support.

I will not allow any other individuals to use any laptop computer 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 and may result in further discipline up to and including termination of employment and/or other legal action.

Signature_____ Date_____

Home Phone _____Model_____ District ID # _____

Items Loaned / Condition – *If used or damaged please make additional comments*

Item	Loaned		Condition		
Computer	Yes_____	No_____	New ___	Used____	Damaged____
Power Supply & Cord	Yes_____	No_____	New ___	Used____	Damaged____
Video Adapter	Yes_____	No_____	New ___	Used____	Damaged____
Surge Protector	Yes_____	No_____	New ___	Used____	Damaged____
Laptop Bag	Yes_____	No_____	New ___	Used____	Damaged____

Comments: (overall condition, scratched, dented, bent, missing keys, missing parts)