

Grand Island Public Schools
Acceptable Use Procedures for Portable Computers and Electronic Devices

In order to facilitate instructional and administrative duties, the Grand Island Public School District may assign portable computers and/or electronic devices (e.g., iPod, camera, iSight, Palm) to currently employed staff. All portable computers and/or electronic devices and related equipment are provided to the staff members for a non-specified period of time as deemed appropriate by the district administration. District policies governing the use of technology apply to the use of all district-owned equipment at all times whether inside or outside the school premises. Grand Island Public Schools will provide portable computers and/or electronic devices (e.g., iPod, camera, iSight, Palm) with the Grand Island Public Schools' standard image, including the basic operating system, Grand Island Public Schools' licensed software and access to Grand Island Public Schools' networks. Grand Island Public Schools' staff members assigned portable computers and/or electronic devices (e.g., iPod, camera, iSight, Palm) owned by the District must adhere to the following guidelines:

A. Employment-Related Use of Portable Computer/Electronic Devices:

1. The portable computer/electronic device is to be utilized to support all school-related activities. The equipment must accompany the staff member to school every day that school is in session. The equipment can leave school but must return the following school day. Portables are for the sole use of staff members and students only, and not for use by family members or any other person.
2. The staff member is responsible for the safety and security of the portable computer/electronic device at all times. The equipment must be secured in a locked drawer, cabinet or closet when not in use. The staff member must find a safe location to secure the equipment in the school building if they choose not to take the equipment home at the end of the school day, and inform the Building Technology Department of such secure location and the location of the key or access code for same.
3. Staff members must understand that the assigned portable computer/electronic device is the property of Grand Island Public Schools and will be managed by the Technology Department staff. If the staff member should resign from the district or the administration determines that the equipment is no longer necessary to the staff member's position, the equipment will be returned to the Technology Department.
4. No software may be installed on or removed from the assigned portable computer/electronic device without specific permission from Technology Department staff. Grand Island Public Schools has the obligation to ensure that its computer resources are used properly and within the guidelines established by the district. In pursuit of that goal, Grand Island Public Schools reserves the right to monitor the systems of the computer/electronic device at any time without notice for signs of illegal or unauthorized activity and may access electronic files of users at any time without notice.
5. No software may be copied from the portable computer/electronic device and placed on any other equipment.

6. The assigned portable computer/electronic device will need periodic upgrades and/or repairs. Staff members must make the assigned equipment available to Technology Department staff at the requested time for upgrades and repairs.
7. If software/hardware problems arise, the portable computer/electronic device may need to be restored to its original settings. All work files may be lost during the restore process. Documents folder and Desktop files must be synchronized with the building server. Staff members are responsible for backing up data stored on the computer hard drive. Permanent backups may be created using the CD/DVD burner or temporary backups can be made on a server provided by the district.
8. The assigned portable computer/electronic device must be maintained in clean condition. Food, drink, and dirty hands should be kept away from the equipment.
9. Any problem with the equipment must be reported immediately to the Technology Department staff.
10. Staff members must provide suitable care and security for the portable computer/electronic device at all times and immediately report any damage or loss of the device to an administrator. Staff members will not be held responsible for computer problems resulting from normal school-related use; however, staff members may be held personally responsible and liable for the cost of repair or replacement of the device when problems are caused by abuse or negligence as deemed by district administration. Staff members are liable for all costs of repair or replacement if the equipment and/or accompanying peripherals (e.g., power cords, video adapter) are damaged or lost through accidental harm, misuse, theft, fire, etc. Determination of normal use will be made by the Technology Department staff.
11. In the case of damage or loss, the staff member must provide identical repair or replacement within a thirty-day period of time.
12. All files housed on the portable computer/electronic device are the property of Grand Island Public Schools and may be accessed by the Technology Department or Administration at any time. Employees assigned portable computers and/or electronic devices shall have no privacy rights or expectations of privacy with regard to use of such equipment. The School District's computer system is not a public forum.
13. Use of school district equipment for business or for-profit activities is not allowed.
14. Guidelines stated in the Grand Island Public Schools' *Staff Acceptable Procedures for Network and Internet Access* apply.
15. Any questions, concerns or interpretations of this policy not covered in this statement will be resolved at the discretion of Grand Island Public Schools' Technology Department.

B. Personal Use of District-Owned Computers by Staff Members

1. Guidelines stated in the Grand Island Public Schools' *Staff Acceptable Procedures for Network and Internet Access* apply.

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Identification of portable computer/electronic device provided:

Item Description (Brand, model number)	Item Serial/ID Number	Date Issued	Date Returned

Staff members must check the “Y” column for all three statements below prior to checking out a district owned computer or electronic device, then sign and date the agreement.

Y N

___ ___

I have read and understand the Grand Island Public Schools’ *Acceptable Use Procedures for Portable Computers and Electronic Devices* guidelines and agree to the terms as stated.

___ ___

I understand that I am responsible for following the Grand Island Public Schools’ *Staff Acceptable Procedures for Network and Internet Access* at all times while using the assigned portable device as well as any other computer in the district.

___ ___

I understand that I will assume full liability for all costs of repair or replacement if the equipment is damaged or lost through accidental harm, misuse, theft, fire, etc.

Staff Member Name: _____

Employee ID #: _____

Building Assignment: _____

Staff Member Signature: _____

Home Phone Number: _____ Date: _____

*Please sign and return this form to the Building Technology Department.
Forms will be filed in the District Technology Department.*