

EDUCATIONAL PROGRAM

Series 600

Policy Title: Laptop Computer And/Or Tablet Policy
Code No.: 635

The school district has laptop computers and/or tablets for its faculty members and/or students to use inside and 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 school district property. The use of the district's laptop computers, tablets and related equipment shall be subject to all of the terms and conditions set out in the district's policies on appropriate use of computers, computer-like equipment, computer network systems, and the internet.

Faculty Members' Use of District's Laptop Computer and/or Tablet

Prior to using the district's laptop computers, tablets and related equipment, faculty members will sign a Staff Laptop Computer and/or Tablet Acceptance Form and Consent to Use of the district's Computers, Computer-Like Equipment, Computer Network Systems, and Internet Access and agree to all outlined policies before being issued a laptop computer and/or tablet. Faculty 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. Faculty members shall not attempt to change or modify in any way any related equipment that they are issued with the district's laptop computer and/or tablet.

Faculty members shall protect district laptop computers, tablets and related equipment from damage and theft. Each faculty member shall be responsible for any damage to the laptop computer, tablet and related equipment they have been issued from the time it is issued to them until the time it is turned back into the district, including damage to the computer, tablet, related equipment or the computer's hardware and/or software (including labor costs). Faculty members who choose to store school data, such as grades, tests or exams, on district laptop computers and/or tablets are required to backup 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 laptop computers, tablets and related equipment, a parent/guardian and/or the student will sign a Consent to Student Use of the District's Computers, Computer-Like Equipment, Computer Network Systems, and Internet Access and agree to all outlined policies before being issued a laptop computer and/or tablet.

Students shall protect district laptop computers, tablets and related equipment from damage and theft. Each student shall be responsible for any damage to the laptop computer, tablet and related equipment they have been issued from the time it is issued to them until the time it is turned back into the district, including damage to the computer, tablet, related equipment or the computer's hardware and/or software (including labor costs).

Approval/Revision:

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