

DODGELAND SCHOOL DISTRICT
Board Policy Manual

742.1

LAPTOP ASSIGNMENT FOR PROFESSIONAL USE

The Dodgeland School Board shall provide laptops in a timely manner to all certified staff members for professional use to accomplish the mission and goals of the District pertaining to teaching, learning and community relations. Laptops provided by the district shall be used as a productivity tool to conduct routine school-related business, enhance curriculum, diversify instruction, improve research capabilities, expand professional growth opportunities and facilitate communications.

Users of district assigned laptops are subject to all state and federal legal requirements and Board policies and rules pertaining to staff technology use and general staff conduct. Compliance shall include, but not be limited to, the following:

- Protection of district network security and immediate reporting of suspected security problems;
- Adherence to all copyright laws and regulations;
- Observance of all applicable licenses, notices, contracts and software agreements; and
- Deterrence of discrimination, defamation, and harassment/bullying actions including “cyber-bullying.”

Compliance shall be expected when district laptops are used at any location including, but not limited to, on school premises, at school-related activities off school premises and at private residences.

All district issued laptops and all data generated, received or stored on such laptops are the property of the District. Staff members shall have no expectation of privacy when using the district issued laptops including all email activity and Internet use. The District reserves the right to monitor, access, remove and/or disclose information stored on a district laptop at any time and in a manner consistent with legal requirements. Stored information shall be accessed by the District when a laptop is turned in for repair, checked in at the end of the school year, or when there is reasonable suspicion that a laptop has been used for an inappropriate purpose.

Information stored on a district assigned laptop may be destroyed when a laptop is returned for repair and/or returned at the end of the school year. Personal files shall be kept to a minimum. The District shall not be responsible for the loss or destruction of purchased or downloaded personal files stored on the laptop. Each staff member shall be responsible for backing up documents and files on a district server or portable backup device provided by the user.

Staff members assigned district laptops have additional technical responsibilities pertaining to the management of the laptop system and information backup activities in accordance with board policies and procedures, except as otherwise provided.

Staff members have additional security responsibilities pertaining to information accessed and/or stored on the laptop that is not obtained through the district network and not subject to the district’s technology protection measures (of “Internet filters”). Laptop users shall be responsible for filtering access to inappropriate information on the Internet or from other electronic communications. Information identified as inappropriate shall be immediately disconnected and/or deleted.

Additional security responsibilities pertain to the protection of the laptop from damage or theft. Users shall assume responsibility for the damage or theft of district assigned laptops caused by negligent actions, activities outside of the scope of job duties and intentional vandalism.

Violations related to technology use on district assigned laptops may result in a suspension or cancellation of the laptop assignment, other disciplinary action and/or legal action in accordance with employment

policies and legal requirements. If a staff member has his/her laptop privileges revoked, the staff member will be provided with some type of computer which will remain in the room that they teach in.

Procedures regarding the assignment of laptops and the user technical and security responsibilities shall be developed and implemented through the coordinated efforts of the Technology Department and school administrators. Each user of an assigned laptop shall have signed current “Laptop Assignment - User Agreement” and “Staff Technology Use – User Agreement” forms on file with the Technology Department. All signed agreements will be held in the District Office.

Legal Ref.: Sections 118.001 Wisconsin Statutes
 120.13(1)
 943.70(2)
 947.0125
Children’s Internet Protection Act
Neighborhood Children’s Internet Protection Act
Children’s Online Privacy Act
Federal Copyright Law [17 U.S.C.]
Technology Education and Copyright Harmonization Act (TEACH Act)
Broadband Data Improvement Act of 2008 (Title II)

Cross Ref.: 742.1 - Rule, Laptop Assignment for Professional Use Procedures
 522.7, Staff Technology Use Policy
 522.7 - Rule, Staff Technology Use Guidelines
 522.7 - Exhibit, Staff Technology Use – User Agreement
 363.2, Student Technology Use
 363.2 – Rule, Student Technology Use Guidelines
 363.2 – Exhibit, Student Technology Use – User Agreement
 347-Rule, Guidelines for Maintenance and Confidentiality of Student Records
 363.3, Technology Concerns for Students and Staff with Special Needs
 447, Student Discipline
 511, Equal Opportunity Employment
 522, Staff Conduct
 526, Personnel Records
 731.1, Locker Room Privacy
 771.1, Use of Copyrighted Materials
 823, Access to Public Records)
 District Technology Plan

Approved (WASB): July 25, 2011