

DODGELAND SCHOOL DISTRICT
Board Policy Manual

742.1 - Rule

LAPTOP ASSIGNMENT FOR PROFESSIONAL USE PROCEDURES

A. Laptop Assignment Procedures

1. Laptop Check – Out

1. Attend all Technology Department in-service meetings to learn about any new information/ changes made to the laptop procedures, software, or equipment.
2. Review and sign the Staff Technology Use policy.
3. Review and sign the Laptop Assignment for Professional Use policy.
4. Laptops are distributed on the first contracted in-service day.

2. Laptop Check – In

1. Make sure all important data is backed up on school servers or personal storage devices. All laptops will be wiped clean.
2. Return laptop and case to the Technology Department two weeks after last contracted work day. Failure to return district owned/issued devices by this deadline will result in garnishment of the employee's wages.
3. Sign the Laptop Assignment for Professional Use policy to verify that it is returned in good working condition.
4. If damages are found upon inspection before computer imaging, the proper action will be taken.

B. Responsibilities of Users Assigned Laptops

1. Reporting Requirements

If your laptop is damaged, stolen, or needs immediate attention, please contact the Technology Department by phone or email as soon as you can. It is important that this is done so that the proper procedures can be followed.

2. Technical Requirements

Each user will act as the Computer Administrator for their issued laptop and will be able to install software, run updates, and do certain other tasks on their issued laptop that would normally require the assistance of the Technology Department. Software installation/downloads on district-owned /issued devices must be for professional or educational use. There is a great deal of responsibility to having administrative rights. You will be responsible to make sure all the software you install is properly license, and all updates are maintained. If you happen to install software or change some settings that corrupts the laptop, the Technology Department may have to revert the laptop to its original state when issued to the user. If you have any questions about installing software or changing settings, please contact the Technology Department before proceeding.

3. Security Requirements

Staff members assigned a district laptop are expected to protect the laptop from damage and theft by keeping it secure at all times.

a. Storage Requirements

- Laptops shall be kept in district provided cases and not placed in other bags such as conventional book bags.
- Avoid storage in a locked vehicle or vehicle trunk for extended periods to prevent exposure to severe and damaging temperature changes.

b. Travel Precautions

- Laptops shall be carried with the user and not checked in as luggage.
- Prepare the laptop to safely and efficiently be processed at a security checkpoint.
- Tape a business card or other type of identification on the bottom of the laptop to ensure the user can identify the correct laptop.

c. Theft Prevention

- Never leave a laptop in an unlocked vehicle, even if the vehicle is a driveway or garage.
- Place the laptop in a locked trunk. If a trunk is not available, cover the laptop and lock the doors.
- Carry the laptop in a nondescript protective carrying case or bag.
- Never leave a laptop at a meeting, conference, classroom, etc., during a break, lunch or phone call.
- Lock the laptop in an office, cabinet or desk when not in use or during off-hours.

d. Other Damage Prevention

- Do not place food or drink in close proximity to a laptop.
- Backup data on a regular basis. After backup, remove critical or sensitive data from the laptop.

Approved (WASB): July 25, 2011

Revised: October 26, 2015