009 DISTRICT-ISSUED TECHNOLOGY DEVICE RESPONSIBILITY TREE

**Teachers and Administrators**
Day to day interactions with the students and resolving day to day issues and questions.

1. Missing or stolen laptop issues and
2. Questionable material on the laptops – escalated to the Principal / Assistant Principal

**Principals / Assistant Principals**
Responsible for key decisions regarding stolen or missing laptops. Also responsible for making decisions about questionable material on laptops.

**Director of Information Systems**
Provides functionality and security of District-Issued Laptop program.

**Information Systems Personnel**
Perform daily network and computer operations, maintains laptops.
• **Enforcement** for the District-Issued Laptop Program will be according to District policy as stated in the following District policies and their accompanying regulations:
  
  – Policy No. 390 Employee Laptop Security Procedures and Training
  – Policy No. 134 District Provided Technology Resources
  – Policy No. 137 District Issued Laptops

• **Policy enforcement** is the responsibility of the Principal or their designee.

• **Teacher involvement** shall be in the form of providing day-to-day advice to students regarding Laptops and advising the Principal of policy violations by students that come to their attention.

• **The Director of Information Systems** is responsible for the maintenance and upkeep of the LMSD-Net and District-Issued Laptops and devices.