

Electronic Communication Devices

Staff Policy, Procedures and Information

Definitions:

Electronic communication devices (ECDs) include computers, pagers, cell phones, smartphones, portable game units, graphing calculators, iPods, iPads, and similar electronic equipment. Many of these devices enable users to communicate directly or through internet social networking sites such as Facebook, MySpace, and Twitter.

Use of ECDs:

Staff use of computers and similar ECDs owned by the school is subject to the conditions set forth in the Acceptable Use Policy (AUP) that all staff must sign indicating that they have read and agree to comply with its terms. As many ECD's are portable, they are liable to physical damage and theft. Any person with access to a GRSD owned ECD must assume a reasonable amount of responsibility for its safety against theft or damage. In the event that a school owned ECD is presumed stolen, the GRSD Technology Department must be notified immediately and a police report must be filed. GRSD Technology Department staff must receive a copy of this report.

Any person holding administrative rights to a GRSD ECD in their possession will be held responsible for ensuring that updates of the operating system and virus scanner are carried out to District standards. Automatic updates will be set up for those GRSD ECD users who do not have administrative rights. The District reserves the right to audit any district owned ECD at any time that does not disrupt normal business and/or academic functions (see Policy IJNDB, Section XII).

Any abuse that occurs may result in GRSD ECDs being prohibited from leaving GRSD property or a requirement that staff acquire additional protection for the GRSD ECD in order for it to be used outside the confines of the school building or day and may also result in the suspension of electronic account privileges as outlined in the GRSD AUP.

While operating a district owned vehicle, you should not use an ECD. If you need to take a call, make a call, text or otherwise use the ECD, you should find a safe place to pull off the road to complete the task. Violations of this protocol may result in appropriate disciplinary action up to and including termination. If an employee is cited by the police for using an ECD while operating a district owned vehicle, this citation must be reported to the employee's immediate supervisor.

Reasonable Care of your GRSD ECD:

Although some repairs are covered by the warranty of your GRSD ECD, users are reminded that they are primarily responsible for taking reasonable care of their GRSD ECDs. Any damage to an ECD could possibly result in user downtime while the system is repaired or replaced. ECD's that are broken or fail to work properly should be taken to the HelpDesk at the main complex. The following are some general precautions to assist in protecting your GRSD ECD from theft or damage:

1. Do not allow food or drink next to your ECD when in use.
2. Cords, cables, and removable storage devices must be inserted and removed carefully.
3. ECDs such as laptops should not be carried while the screen is open.
4. ECDs should be shut down when carrying or not in use to conserve battery life.
5. ECDs should remain free of any writing, drawing, stickers, or labels that are not the property of

GRSD.

6. An ECD should never be stored in a vehicle for any length of time. Storing an ECD in a vehicle renders it vulnerable to theft and possibly extreme temperature changes, especially in the winter months.
7. If an ECD is inadvertently left in a vehicle for any length of time during the winter months it should be allowed time to reach room temperature before it is powered on.
8. Do not use an ECD on unstable furniture and ensure that any power cords or connectors do not present a trip hazard (potentially causing bodily harm and ECD damage).
9. When using an ECD in a public place, never leave it unattended for any length of time. ECDs are a popular target for thieves.
10. Avoid extremely dusty or smoky environments with an ECD.
11. Always transport ECDs in protective cases.
12. You should always unplug ECDs from power outlets and/or wired network ports during a lightning storm.

Software Maintenance:

In the event that an ECD must be re-imaged or is having maintenance performed, the user is responsible for ensuring that all personal data is removed from the device's storage and stored in a safe location such as their network space, CD-R(W), memory stick, portable drive, etc. Personal data should also be backed up periodically to avoid data loss due to a hard drive/storage failure.

Staff that has confidential student or district information stored on district ECDs will use the district provided encryption software to protect that data. No confidential student or district information shall be stored on personal ECDs.

NOTE: The GRSD Technology Department assumes no responsibility for personal data residing on an ECD's storage device.

Theft:

As mentioned previously, an ECD should never be left unattended in a public setting. It takes only seconds for an ECD to be stolen. You should never leave an ECD unattended in a vehicle.

In the event that a GRSD ECD is stolen, the GRSD Technology Department must be notified immediately and you must call the police to report the theft. You will receive a record of your GRSD ECD serial number when you sign the equipment out. Keep this in a safe place, as the police will require this information. Filing a false police report is against the law, and the police may charge the offender accordingly.

Repairing or Replacing your ECD:

Normal "wear and tear" will not result in any administrative action as this occurs on an ECD over time because of recommended and responsible usage. Instances of normal "wear and tear" are determined by GRSD Technology Staff and usually do not include cuts, cracks or breakage.

Repairs covered under our vendor warranty will not result in any financial consequences. These repairs are determined solely by the vendor. Some components may be repaired or replaced under warranty due to defects in manufacturing. GRSD Technology Staff will complete all warranty calls to a vendor.

Guidelines and practices relevant to the use and reasonable care of GRSD ECDs are summarized within this document. For financial purposes, negligence is defined as the failure to follow the previously mentioned guidelines and practices. If your school ECD or accessories are damaged or stolen due to negligent conduct, you may be subject to paying the cost of repair or replacement.

Protection Options:

Staff has the option to purchase additional protection for their GRSD ECDs. If a staff member's GRSD

ECDs have been lost or stolen, damaged through negligence, or have had three or more instances of damage recorded in a year, they may be required to acquire additional protection in order to maintain the privilege of taking the GRSD ECD off school grounds. Warranty protection from the vendor is automatically provided and basic insurance for accidental damage (accidental drops, power surges, natural disasters, theft, loss or fire) can be purchased at a reasonable cost through the district’s Technology Department.

Following are three options that are available to staff for these types of losses.

1. No Insurance – You agree that you will not remove the GRSD ECD from school property.
2. Personal Insurance – You will cover the GRSD ECD under your own insurance policy and in the case of a theft, loss or damage by fire, or uncovered accidental damage, you agree to pay the GRSD the amount received from your insurance company.
3. Safeware Insurance Protection – You choose to pay the district’s ECD carrier (Safeware) an annual protection payment for coverage of theft, loss or damage by fire, or uncovered accidental damage in the amounts listed below. The payment is non-refundable. This protection may have an additional charge per occurrence based on the value of the ECD (see chart below).

ECD Type	Insurance Cost	Length Covered	Deductible	Coverage
MacBook Pro or Windows Based PC	\$50	1 Year	No Deductible	Theft, Fire, & Accidental Damage
Chromebook	\$30	1 Year	No Deductible	Theft, Fire, & Accidental Damage
iPad	\$25	1 Year	No Deductible	Theft, Fire, & Accidental Damage

INTENTIONAL DAMAGE: The district will take disciplinary action against any staff for intentional damage to GRSD ECDs. Warranty, Accidental Damage Protection, or GRSD ECD Protection DOES NOT cover intentional damage of ECDs.

Potential loss of ECD privileges:

Staff members who have recorded three or more instances of GRSD ECD damage in a year, loss of an GRSD ECD, damage through negligence, or have misused their GRSD ECD or network privileges may have certain use restrictions put into place. These may include:

1. Staff members may lose the option of taking their GRSD ECDs off district property for specific lengths of time or may have to purchase additional protection in order to take GRSD ECDs off district property.
2. Staff members may have to check their GRSD ECD out of the technology department each day.
3. Staff members may lose the option of having a GRSD mobile/portable ECD assigned to them.
4. Staff members may lose specific network privileges.

Staff members who have been negligent in the operation/care of their district provided ECDs may be held financially liable for certain incidents involving district provided ECDs.

Staff members who have intentionally damaged GRSD ECDs, or intentionally misused the district’s electronic infrastructure, may:

1. Face disciplinary measures for failure to comply with the AUP or for negligence or intentional damage to their district provided ECDs.
2. Be held financially liable for certain incidents involving district provided ECDs.

ECD Return Procedures:

Upon leaving the district's employment, or in cases of losing privileges, staff will be responsible for returning GRSD ECDs directly to the GRSD Technology Department. All accessories issued (power adapter, power adapter cord, ethernet cable, etc.) must be returned with the ECD at the same time. Staff may have to pay the replacement cost of any accessories missing from the system when it is returned. The GRSD Technology Department will assess the condition of returned ECDs in the presence of the staff member returning the ECD to determine if there is any non-warranty damage. The staff member and technology department will sign an ECD assessment form indicating the condition of returned equipment. Upon return of the ECD to the GRSD Technology Department, all data from the storage area is erased. Data back-ups are optional and must be completed by the staff member prior to the return of the ECD.