

Definitions of Outside Use of District-Owned Equipment and Materials

What is acceptable use of district property outside of the district?

District-issued technology is to be used for educational or instructional purposes only. Examples of such uses include, but are not limited to, grading student work or entering grades, lesson planning or development, research related to the teacher's contracted duties, professional development, and communicating with students or parents through district-approved channels.

District-issued technology should not be used for personal purposes. Examples of such uses include, but are not limited to, web browsing, on-line shopping, access to personal social media accounts, or any other activity that is not related to the teacher's contractual duties. No personal files, including media files, should be stored on the district-issued technology, and no personally-identifying information, including credit card and Social Security numbers should be entered into the machine.

What is meant by "out of district?"

Out of district means, unless on district business, any location not owned by the Board of Education.

For those teachers who are required to travel between buildings as a part of their contractual day, the phrase "out of district" does not apply. This includes their route between district buildings, storage of the device in their home or temporary lodging (such as a hotel room before or after Professional Development) and the route between their home or temporary lodging (such as a hotel room before or after Professional Development) and district-owned property.

For teachers who are required or encouraged to attend professional development or engage in district business outside of the district, the term "out of district" does not apply. This includes storage of the device in their home or temporary lodging (such as a hotel room before or after Professional Development) and any travel between the district, their home or temporary lodging (such as a hotel room before or after Professional Development) and the location of the professional development or district-related business, as well as the location of the professional development or district-related business itself.

For teachers who are required or encouraged to complete district business outside of their contracted day, the term "out of district" does not apply. This includes their route between district buildings, storage of the device in their home or temporary lodging (such as a hotel room before or after Professional Development), and the route between their home or temporary lodging (such as a hotel room before or after Professional Development) and district-owned property.

In the event of damage, report the incident to your immediate supervisor within 24 hours and complete a [Damage](#) form. In the case of theft, a police report MUST be filed within 48 hours of the teacher becoming aware of the theft in order for the Lakewood City School District to cover under the district property insurance. If a police report is NOT filed, the employee assumes all responsibility.

What if my district owned device is damaged, lost or stolen?

In the event of damage, report the incident to your immediate supervisor within 24 hours and complete a [Damage](#) form. <http://goo.gl/AwOUmI>

In the case of theft, a police report **MUST** be filed within 48 hours of the employee becoming aware of the theft in order for the Lakewood City School District to cover under the district property insurance. If a police report is **NOT** filed, the employee assumes all responsibility.

When damage, loss or theft occurs outside of the district, the administration will determine whether or not the teacher assumes any financial liability for the device. Such liability will not exceed the current market value of the device. The teacher may appeal the administration's decision to an appeal panel of no more than 5 members who shall be mutually agreed upon by the Superintendent and the LTA President. The appeal panel has the authority to determine the monetary liability equal to an amount they deem appropriate that shall not exceed the current market value. The panel review must be requested by the employee within 14 calendar days after receipt of the administration's determination. The decision of the appeal panel shall be final and binding on all concerned parties.

Can I take my district-owned technology home and connect it to my wireless access point?

Yes, once you have signed your out of [district form](#) you are welcome to take your district-owned technology home and connect it to your wireless, add printers even install your own software if such software is to be used for instructional or educational purposes.

What if my district-owned technology is damaged by a student or someone in the school?

The Lakewood City Schools is responsible for your device while it is within the school district. The device is your responsibility to be kept in a secure and safe location.

Is traveling between buildings considered out of the district?

No, If your assignment is in multiple buildings or you are required or encouraged to attend professional development, meetings, or other district-related business in a building other than that to which you are assigned, you are still considered in the district and would be expected to follow any guidelines of safety and professionalism as you would have within the school building.

If the professional development, meeting, or other district-related business begins prior to or at the beginning of the teacher's contracted day, or concludes at or after the end of the teacher's contracted day, the phrase "out of district" does not apply. This includes the teacher's route between district buildings, storage of the device in their home or temporary lodging (such as a hotel room before or after Professional Development), and the route between their home or temporary lodging (such as a hotel room before or after Professional Development) and district-owned property.

What if I don't want to take my district-owned technology home?

When leaving your district-owned technology at school you need to make sure it is in a safe and secure place. A locked classroom is considered to be a secure location.

What if I am a traveling teacher and I end the day at a different building from where I start my day and I don't want to take my device home?

For those teachers who are required to travel between buildings as a part of their contractual day, the phrase "out of district" does not apply. This includes their route between district buildings, storage of the device in their home or temporary lodging (such as a hotel room before or after Professional

Development), and the route between their home or temporary lodging (such as a hotel room before or after Professional Development) and district-owned property.

What if I am taking a piece of district-owned technology to a conference or a meeting outside of Lakewood? Is that considered out of the district?

For teachers who are required or encouraged to attend professional development or engage in district business outside of the district, the term “out of district” does not apply. This includes storage of the device in their home or temporary lodging (such as a hotel room before or after Professional Development) and any travel between the district, their home or temporary lodging (such as a hotel room before or after Professional Development) and the location of the professional development or district-related business, as well as the location of the professional development or district-related business itself.

If the teacher’s attendance at such events is not required or encouraged by the district, the device is considered to be outside of the district. However, if the teacher is operating the device within the scope of their duties, the device would be covered under district liability.

What if I want to purchase an app for my district-owned technology? Is this allowed?

Yes, if the app is for educational or instructional purposes. Such apps should be purchased using a district-owned Apple ID and through the Apple’s Volume Purchasing program.

If you wish to pay for your own app you should use your own Apple ID to do so. Apps purchased are assigned to the Apple ID used to purchase. If you were to retire or leave the district any apps purchased under your Apple ID would go with you.

What about my privacy? Can the district search the device assigned to me?

Yes, this is a district device that has been purchased for school use. Just like school district email accounts, your devices can be called in by the district for school needs or for potential violation of any laws. For this reason, no personally-identifying information, including credit card and Social Security numbers should be entered into the machine.

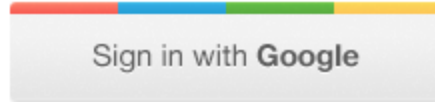
What if I do not want to take the Macbook home over the summer, could it be used by other users?

Yes, if you are not going to take your Macbook Air home this summer you will need to turn it into your building administration. Macbooks turned into the summer may be used by other staff members for summer school or related programs. The district would create a separate profile on the system to ensure privacy of your content.

Devices will be inspected when distributed and when returned to employees. The person receiving the device and the administrator (or designee) will sign off that the machine is undamaged and in good working order.

What if I have a problem with my device, but I don’t know if it is damaged?

The technology department can determine the difference. Fill out a help ticket. <https://lakewoodcityschools.sherpadesk.com> (Please use the sign in with Google button).



Can I access my H Drive or Shared folders at Home?

No, unfortunately you need to be in district to access your shared folders and H drive. A great strategy to work on items at home would be to open your H drive and drag the items that you want to work on to your desktop. When you return to the district you can drag the item back into your H drive folder for safekeeping.

What if I signed more than one form?

The most recently signed revision of the Outside Use of District Owned Equipment and Materials Form supersedes any previous version of forms signed. Please print and complete the latest version of the form to submit to your building principal. <http://goo.gl/wsIO5q>

What if I did not find what I was looking for?

Feel free to submit a question using the following link. Please note that if your question has already been addressed up above it will not be duplicated.

<http://goo.gl/forms/dMcuHT3dv5>

This document is updated and revised as needed and in collaboration with administration and LTA.