

**SUBJECT: FACULTY/STAFF LAPTOPS AND TABLETS**

The Board of Education will provide certain staff members with a District laptop computer and/or tablet device to be used to enhance, enrich, and facilitate teaching and administrative duties and/or school communications. The District's laptops and tablets may be used at school or offsite as a productivity tool for school-related business, curriculum enhancement, research, and communications. Staff members may use the District's laptops and tablets for limited personal purposes subject to this policy, the Limited Personal Use of Network Resources Policy (5842), the Staff Use of Computerized Information Resources Policy (6470), and other related District Technology Support policies.

All laptops/tablets and related equipment and accessories are District property and are provided to the staff member for a period of time as deemed appropriate by the school's administration. As a condition of their use of the District's laptop computers and tablets, staff members will sign a Laptop/Tablet Policy Acceptance Form and agree to all outlined policies and related regulations.

Staff members are expected to protect school laptops/tablets from damage and theft. Staff members will not be held responsible for computer problems resulting from regular school-related use; however, staff members will be held personally responsible for any hardware/software damage caused by their negligence as defined by the related regulations to this policy. If theft or damage does occur, immediately notify District's Administration. Theft or loss off campus must be reported to local police as well and a copy of a police report provided within 48 hours of the discovery of the loss. Failure to secure and submit a police report will result in personal liability for the replacement cost.

Staff members will provide access to any laptop computer and/or tablet, equipment, and/or accessories they have been assigned upon the District's request.

Adopted 6/23/2009

Revised 6/10/2014

Reviewed by Superintendent, Assistant Superintendent for Business Services and IT Director on 10/30/2023 with no recommended changes; approved by BOE 11/7/2023.