# FACULTY/ADMINISTRATOR USE OF LAPTOP COMPUTERS AND OTHER SCHOOL-OWNED TECHNOLOGY REGULATIONS

Staff members who wish to use a school-owned technology (laptop computers, iPads, etc.) are subject to the following conditions:

- While on school premises, staff members must take care to protect their assigned technology. Staff members assigned technology must not leave said technology unattended in a room that is not secured with a lock. If a staff member chooses to leave their assigned technology in the classroom or office overnight, the technology must be kept in a secure location such as a locked cabinet or closet.

- Any school-owned technology that is removed from the school must be returned in the same condition in which it was issued. Reasonable care shall be taken by the staff member to protect the technology against theft, accidental damage, and environmental harm caused by extreme temperatures, magnets, dust, etc. Only the staff member assigned the technology may use it.

- All technology used by the school district may be subject to recall for periodic maintenance. No software may be installed, removed, or altered on staff-issued technology without specific permission of the technology department (not including updates to current software). Staff members may be responsible for the removal of any infected items such as viruses and spyware resulting from an unauthorized download of software installation.

- The staff member assigned to the technology is financially responsible for any damages incurred to the school-owned devices, including those caused by environmental conditions or theft. Compensation for damages may include the cost of parts and labor to repair and/or replace technology, at the discretion of the Chief Technology Officer. It is the responsibility of the staff member to notify their building principal or supervising director of any damage or theft occurring on or off the school premises.

- Staff members will only take the school-owned technology out of the building with approval and may be required to return the equipment periodically for the purpose of maintenance work. All technology will be returned on or prior to the last day of school or by arrangement with the principal or Chief Technology Officer. Teachers may request to use staff-issued technology for loan over the summer months and this request will be met whenever possible.

*Cohasset Public Schools*

All other conditions of the Cohasset Public Schools Internet Digital Information and Communication Technologies Acceptable Use Policy (EDCA-C), Home Use of Laptop Computers and other School-Owned Technology (EDCA), Home Use of Laptop Computers and Other School Owned Technology Regulations (EDCA-B) apply to use of staff assigned computers.

Approved:

_____ School

_____ Date

Adopted: June 2016

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