

## **Staff Use of Computers**

### **Transferring**

Teachers should keep their computers with them when a building transfer occurs to minimize any potential data loss or loss of instructional time. To match a device to the current building standard, the technology department will make arrangements to update or change the device if necessary. This process should be scheduled when it is convenient for both parties.

### **Long-Term Leave: Substitute Access to Computers**

Long- and short-term substitute computers should be obtained by using loaner inventory at the school. Teachers are encouraged to keep their computers during leave, short and long term. This should allow District and classroom business to be conducted should a need develop during this time. This policy would exclude employees seeking a one-year leave of absence without pay granted to professional non-certificated employees. If this occurs, the employee would be required to turn in District-assigned computers and devices.

### **Summer**

Staff who have been issued a laptop are responsible for the laptop throughout the year, including summer. Technology support and repair will be provided to all District employees throughout the 12-month calendar year. Staff members who do not wish to possess the laptop during summer months should arrange with their building administrative for safe storage.

### **Damage and Theft**

Staff members who are negligent in their use/care of computers will be held responsible for repairs and/or replacement. For security and asset management purposes, any loss/theft of District technology equipment (computers, phones, etc.) must be reported to the technology department within 24 hours via the helpdesk email or by contacting the designated building/departments technology staff member.