

USE OF DISTRICT-OWNED TECHNOLOGY

District-owned technology, including, but not limited to, laptop computers and Chromebooks, are the legal property of Mahopac Central School District and are provided to employees for use both on and off school grounds in order to enhance, enrich, and facilitate teaching and learning, administrative duties, as well as school communications. District-owned technology is to be used for school-related business, curriculum enhancement, research, communications and other instructional purposes. Internet activities must be consistent with this purpose.

Because District-owned technology is a District provided benefit, there can be no expectation of privacy with respect to an employee's use of such technology, including computers and Chromebooks. The District reserves the right to, without notice or consent, to access, monitor and review employees' use of technology resources, including computers, whether hardwired, wireless or handheld, hardware, software, files (current or deleted), portable media, portable storage devices, mobile devices, the Internet and email, including attachments.

District-owned technology shall be used by employees primarily for District-related matters. Internet activities must be consistent with this purpose. Incidental personal use of laptop computers and Chromebooks during non-working hours is permitted, but must not adversely affect the performance of employee's official duties or work performance, must be of limited duration and frequency and must be in compliance with the District's Technology Use Policy. Incidental use may not jeopardize the safety, security, effectiveness or usefulness of the District-owned technology. Incidental personal use of District-owned technology is not permitted during working hours, except in emergency circumstances and during non-instructional time (such as lunch).

I understand that:

1. I will follow and enforce all the rules and conditions of Mahopac Central School District's Technology Policies and Regulations in addition to the following set of rules. A currently signed Technology Use Policy must be on record.
2. Laptop computers and Chromebooks have District-standard software installed. Additional District authorized software and education/professional software may be installed on these computers / Chromebooks, assuming the completion of Software Acquisition Request Form legal licensing is provided and kept on record in the IT Department, and prior approval from the IT Department is obtained.
 - District-standard software may not be duplicated, transferred or downloaded to any other system or media.
 - Mahopac Central School District is not responsible for any service interruptions or loss of data.
 - Any data corruption or configuration errors caused by the installation of unauthorized software may require a complete re-imaging of the laptop / Chromebook and may result in loss of laptop / Chromebook privileges and possible disciplinary actions.

- Any unauthorized use or installation of software may result in the loss of laptop / Chromebook privileges and possible disciplinary action.
3. Antivirus software has been installed and configured for the laptop / Chromebook and will automatically download from internet connection. No user interaction is required. Computer/ Chromebook updates will automatically download from an internet connection and may require a restart.
 4. Consent from the IT Department is required to adjust or alter the laptop / Chromebook by the addition or deletion of any hardware.
 5. I will keep the laptop / Chromebook in good working order and will notify the IT Department of any defect or malfunction during my use. Some repairs/issues may not be repairable.
 6. The IT Department reserves the right to collect laptops / Chromebooks at any other times deemed necessary.
 7. I am responsible for the confidentiality and security of identifiable student information or other sensitive data on the laptop / Chromebook.
 8. The laptop / Chromebook should always be used under my supervision. I will not allow my laptop / Chromebook to be used by an unknown or unauthorized person. I assume responsibility for the actions of others while using the laptop / Chromebook. I will not allow my network user account and password to be used by anybody other than myself.
 9. I will ensure the laptop / Chromebook is password protected
 10. I will not disable any security settings placed on my laptop / Chromebook by the District.
 11. Confidential and/or private data, including, but not limited to, protected student records/data, employee personally identifiable information and District assessment data, shall only be loaded, stored or transferred to District issued devices which have encryption and/or password protection.
 12. I am permitted to use the laptop / Chromebook on a wireless network outside Mahopac Central School District as long as it does not require me to install any additional firewall software or change any of my network configurations.
 13. It is my responsibility for the security and care of the laptop / Chromebook. (Laptop User Guidelines below)
 - If the laptop / Chromebook is lost, stolen, or damaged while on or off school property, the incident MUST be reported within 24 hours to the IT Department, Assistant Superintendent for Pupil Personnel & Educational Services and/or local police.
 - If the lost, stolen or damaged laptop / Chromebook and/or accessories is determined to be caused by negligence or intentional misuse, I will assume the full financial responsibility for repair costs or fair market value of assessed equipment.
 14. I must return the laptop / Chromebook, including case, accessories and peripherals upon employment termination, transfer or retirement.
 15. Any violation of this Policy may result in the loss of the laptop / Chromebook and possible disciplinary action.

Laptop User Guidelines

It is the employee's responsibility to keep their assigned laptop / Chromebook secure and protected at all times. Due care should be taken in the handling, transporting and usage of the laptop/ Chromebook. Improper use or not being aware of safety issues can cause the laptop irreparable damage.

The following suggestions include:

1. Use protected storage bags or carrying cases specifically designed for laptops / Chromebook.
2. Lock laptops / Chromebook in cabinets or desks where possible.
3. Use cable safety locks when necessary.
4. Secure the laptop / Chromebook if you are temporarily leaving it unattended.
5. Avoid creating a trip hazard when plugging in the laptop / Chromebook for power.
6. Use car trunks or other means to keep laptops / Chromebooks out of plain view; keep car doors locked.
7. Be aware that extreme (hot and cold) temperatures in an enclosed vehicle will harm the laptop / Chromebook.
8. Keep drinks, food, lotions and other harmful materials away from the laptop / Chromebook.
9. Make sure that before you put your laptop / Chromebook into its carrying bag, it is shut down.
10. Inspect and clean the air vents in your laptop / Chromebook as part of your weekly routine.
11. Operate your laptop / Chromebook on a hard surface preferably one that allows ventilation.
12. Unplug any accessories whenever your laptop / Chromebook is not in use, even for short periods of time, as it uses power unnecessarily and can cause overheating.
13. If your internet is delivered through DSL, cable or satellite, verify that your internet service provider (ISP) provides firewall protection.

District Rights

The District reserves the right to revoke or discontinue laptop or Chromebook privileges for any or all employees at any time, for any or no reason, in its sole discretion.

Cross Ref: 5322 Cellular Phone Use

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