

SCHOOL DISTRICT NO. 51 (BOUNDARY)

P O L I C Y

SECTION	TITLE	NO 3070
EDUCATIONAL PROGRAMS/ SERVICES	<u>Laptop Computers for Staff Use</u>	

DATE ADOPTED: April 8, 2008

DATE AMENDED:

The Board of Education of School District No. 51 (Boundary) recognizes the value of providing laptop computers for staff use. This equipment enables staff to extend their learning and in turn extend student learning. Laptop computers also provide convenience and flexibility. Laptop computers are an optional resource that staff may sign out when offered the use of this equipment.

R E G U L A T I O N S

When staff are issued and accept the responsibility for a laptop computer they agree to the following:

- a) The laptop computers remain the property of School District No. 51(Boundary) at all times and School District No. 51(Boundary) Staff only has a right to use them.
- b) To take proper care of their assigned laptop computers and accessories and keep them in good working order and condition. If there is an issue with your laptop computer then please contact the IT department immediately.
- c) As individual laptop users take responsibility for backing up all personal data on their laptop computers – on school networks, CD-R, USB memory stick or other independent storage device acceptable to the IT Department.
- d) Only use the laptop computers:
 - I. For educational or work-related purposes: and
 - II. For the purpose for which the laptop computers were designed and in accordance with applicable law and School District No. 51 Employee Network User Agreement and District-Wide Application of Technology – Electronic Communications Systems in Schools policy.

Receipt of Equipment and SIGN-Off

I have read, understood and agreed with the regulations on Laptop Computers For Staff use and all the referenced policies. I have received the following equipment in good working condition.

- Inventory Number _____
- Laptop Serial Number _____
- Laptop Case/bag
- Laptop Power Adapter

Name: _____

Signature: _____

Date: _____