

NORTHERN LEHIGH SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: FACULTY LAPTOP

ADOPTED: August 10, 2009

REVISED:

<p>1. Purpose</p> <p>2. Guidelines Pol. 815</p>	<p style="text-align: center;">816. FACULTY LAPTOP</p> <p>The Board of Education, in an effort to make technology directly available to faculty and allow them to more easily integrate its use into the curriculum, have provided some full-time faculty member with a laptop computer for their personal use. The laptop is property of the Northern Lehigh School District and must be returned when employment with the school district ends.</p> <p>The laptop provided to the faculty member is intended for school district related business as a productivity tool, curriculum tool, and for research and communications. The laptop is not intended to replace any computers that a faculty member may personally own. Use of the laptop is for school district related business only, in compliance with the school district’s published acceptable use policy (Policy #815 Acceptable Use of Internet/Network/Software, Hardware, Peripherals and Other Information Technology Equipment). The laptop shall not be used by anyone who is not an employee of Northern Lehigh School District and shall not be lent or loaned to anyone. The laptop will enable faculty to conduct school district business from various off-site locations.</p> <p>Faculty members will be required to read and sign a school district Acceptable Use Policy form and Faculty Laptop Computer Policy form in order to secure a laptop for their use. Additionally, they will be required to attend any inservices directed toward laptop care, maintenance, security, and data backup.</p> <p>The Technology Department’s support of school district owned laptops will be equivalent to that for school district owned desktop computers. Direct support will only be provided while the laptop is on the school district property (campus). Should a faculty member have trouble with their laptop they will need to bring it on campus or to the Technology Department’s offices for hardware repair, software installation, or problem diagnosis. Technology Department staff will not visit faculty homes or go off-campus to provide support services.</p>
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<p>Pol. 708, 710</p>	<p>Faculty should feel free to use their laptops from locations other than campus, such as through an Internet Service Provider (ISP) at their home; at educational conferences; while attending seminars or professional development sessions away from the district. The school district laptops will be configured with a modem, built-in Ethernet, and wireless capabilities. The technology department will not provide Internet access to faculty laptops from off-campus nor will they configure faculty laptops to work with a specific ISP. It will be up to the faculty member and their ISP to make sure that the remote connection works.</p> <p>It will be the faculty member's responsibility to take appropriate precautions to prevent damage to or loss/theft of their laptop computer. The faculty member may be responsible for certain costs to repair or replace the computer if the damage or loss is due to negligence or intentional misconduct. Policies for appropriate use of school district property are identified in the school district policy manual which is available online (Policy #708 Lending of School Owned Equipment and Books and Policy #710 Use of Facilities by Staff). If the laptop is lost or stolen it must be reported to the Director of Technology and Building Principal immediately. For theft or loss off campus, it should be reported to the local police authority as well. The police report should include the model and serial number of the lost laptop. A copy of the police report MUST be sent to the Technology Department within forty eight (48) hours of the discovery of the loss. Failure to submit a police report will result in personal liability for the replacement cost. Faculty are strongly urged to check their homeowners or other insurance policies to determine if they are covered while the laptop is in their possession off-campus. The district will insure the laptops through its insurance carrier, but there is a deductible amount that is applied to every claim. It would be the responsibility of the faculty member to cover the deductible.</p> <p>Faculty are responsible for maintaining an appropriate backup of the data stored on their laptop, especially of the work-related documents and data files that they create that are not restored when reinstalling the operating system and applications programs. Depending on how a faculty member uses their laptop, they may decide to store some data files and documents on the laptop's hard drive. It would be prudent to establish a process of copying the data files and documents from the laptop's hard drive to their home directory located on their school's server at regular intervals as a precaution against data loss. Personal nonwork-related files or data should not be stored on the laptop or the faculty member's home directory on the server. Any district information that might contain student identification numbers, names, or social security numbers or might contain otherwise sensitive information <u>should not</u> be stored on the laptop computer's hard drive.</p>
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To ensure that virus protection and security patches are current, laptops must be updated at least once every two (2) weeks by the faculty member possessing the laptop. Many of the updates that are needed are set to be automatically done when the laptop is connected to the district's network. Faculty members will have to be aware of the specific program or operating system prompts that tell the user that updates are ready to install. In the event there is a significant security threat, faculty may be contacted by e-mail and/or voicemail to bring their laptops into the Technology Department to ensure proper security is enabled and updates preformed on the laptop.

The laptop will be configured with a standard suite of software application programs. It is also possible that other applications will be provided to certain faculty members based upon their professional needs or requirements. Faculty may not download or install any software on the district owned laptops unless specifically approved by the Director of Technology or his/her designee. Faculty may not load games, entertainment software, music, movies, or personal finance software on a district-owned laptop. If a faculty member personally owns software that will be of benefit to him/her in performing their classroom duties or enriching their curriculum it may be loaded on the laptop with approval of the Director of Technology or his/her designee and proof of ownership of a license for the software that allows it to be loaded on more than one (1) machine at a time. This includes commercially available software, shareware and freeware.

The school district reserves the right to call in a faculty laptop at any time to inspect the condition of the hardware and software contained in/on the laptop.

Any violation of this policy will result in the loss of use of the laptop and/or any other appropriate disciplinary action as warranted on a case-by-case basis.

References:

Board Policy – 708, 710, 815