

SAN LORENZO UNIFIED SCHOOL DISTRICT BOARD POLICY

Personnel

BP 4040.1 (a)

EMPLOYEE LAPTOP COMPUTER USAGE

The Governing Board of the San Lorenzo Unified School District believes employees should have access to technology in order to enhance their ability to communicate, be productive employees, access resources, and prepare for classroom activities that support technology integration. Employees issued a District laptop computer are expected to follow District policies related to use of the laptop both in the classroom learning environment, on the network and off campus.

The Board believes that reasonable guidelines monitoring use of portable technology such as laptop computers is the responsibility of District leadership.

The Board further believes that each school site, under the guidance of their administrator, should promote and communicate policies for laptop use and storage that will enhance the learning experience and protect the technology investment. Employees using District laptop computers are responsible for proper use of the laptop and for following guidelines and policies related to use of the laptops both in the classroom and off campus. District staff has the right and responsibility to monitor the use of laptops as they impact the functionality of the entire District network.

All laptops remain property of the District. No employee should have any expectation of privacy as to his or her laptop use including tracking internet sites visited. The District reserves the right to inspect any and all files on the District laptop in order to assure compliance with this policy and other applicable District policies, regulations, and guidelines and state and federal laws.

The Governing Board directs the Superintendent or designee to develop regulations accompanying this policy to govern employee use of District laptop computers on and off campus. The District also directs the Superintendent or designee to provide guidelines for appropriate use of District laptop computers and specify consequences for misuse.

Cf: BP 110, Violation of Board Policies, Sanctions

Cf: BP & AR 4040 Employee Computer/Internet Usage

See O'Connor v. Ortega (1987) 480 U.S. 209, 717

See Wasson v. Sonoma County Jr. College District (W.D. Cal. 1997) 4 F.Supp.2d 893, 905

See TBG Insurance Serv.Corp. v. Super.Ct. (2002) 96 Cal.App.4th 443,451-52

Board adopted: January 18, 2005

**SAN LORENZO
UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE REGULATIONS**

Personnel

AR 4040.1(a)

EMPLOYEE LAPTOP COMPUTER USAGE

I. DEFINITIONS

District laptop means any laptop computer provided to an employee for instructional or administrative use that is purchased with District funds.

II. GENERAL PROVISIONS

The use of portable technology such as a laptop computer provides employees with educational opportunities and flexibility of use. However, use of these resources, also pose the risk of misuse and the possibility of theft. In addition, improper use of the laptops, installation of unauthorized software and other misuse may endanger the functionality of the District network. The purpose of these administrative regulations is to provide guidance for District employees on the proper use and prevention of misuse of District laptop computers and to promote a secure network environment.

III. OVERSIGHT

- A. The Director of Educational Technology or designee shall oversee distribution of employee laptops and provide and collect the **EMPLOYEE LIABILITY AND LAPTOP CHECK-OUT FORM** to document the laptop check-out. (Exhibit E)
- B. The Principal or designee at each school in the District shall oversee and monitor the maintenance of laptop use, storage and employee check-out, including collection of laptops from teachers who may be leaving the District.
- C. The Principal or designee shall provide employees with copies of applicable District and/or classroom and school site regulations and procedures that cover laptop use and check-out procedures.
- D. The Principal or designee at each school in the District shall submit a HelpStar service request to the Information Technology Department to notify IT staff of laptop damage, software, network or printer access problems.
- E. The Principal or designee at each school in the District shall inform employees with laptops of the *District Computer/Laptop Software Installation Guidelines and Policies*. (See Exhibit A.)
- F. The Principal or designee at each school shall submit the Site Software Installation Request Form for Laptops when purchase of new educational software requires the Information Technology Department's support for installation of the software. The form shall be submitted to the Educational Technology Director and the Information Technology Director. (See Exhibit B.)

- G. The Principal or designee at each school shall submit the District Laptop Theft/Damage Report when an incident related to theft or vandalism of laptops occurs. This can be done at the time that the Principal or designee meets with the Sheriff's Department to report the incident. (See Exhibit C.)
- H. The Principal, Director of Ed Tech, Director of Personnel or designee will issue a laptop return receipt to employees who return a laptop. (Exhibit D)

IV. EMPLOYEE RIGHTS AND OBLIGATIONS

- A. Each employee's use of a District laptop computer is conditioned upon their agreeing to the terms for use per District laptop use guidelines and policies.
- B. No employee should have any expectation of privacy as to his or her laptop use including tracking internet sites visited. The District reserves the right to inspect any and all files on the District laptop in order to assure compliance with this policy and other applicable District policies, regulations, and guidelines and state and federal laws.
- C. Each employee must still adhere to the District's Computer and Internet Usage Board Policy and Administrative Regulations 4040 and any other applicable policies, regulations, and legal requirements.
- D. Each employee is required to return his or her computer to the District on the District's request. The computers remain the District's property at all times and employees have no expectation to ownership or possession of the computers.
- E. The employee will receive a copy of the EMPLOYEE LAPTOP RETURN RECEIPT when they return their laptop. (Exhibit D)

V. IMPROPER USE OF DISTRICT LAPTOP COMPUTERS

- A. Misuse of District laptop computers by employees may constitute violations of District policy and regulations, state or federal law, and regulations, or school site rules and may result in disciplinary action pursuant to District policy and regulations, up to and including legal action. Violations may also result in suspension or revocation of the employee's right to use the District laptop computer.
- B. Misuse of District laptop computers includes, but is not limited to, any of the following acts:
 - 1. Damage to computer keyboards, screens or drives
 - 2. Unauthorized installation of software or other unauthorized applications
 - 3. Theft of internal computer components
 - 4. Defacing of the laptop
 - 5. Disabling of system/network functionality by attaching the laptop to an outside network such as that of a corporation
 - 6. Use of the laptop for other unacceptable activities as stated in related District Board Policies and Administrative Regulations concerning technology use.

VI. LIABILITY

- A. Employees will be held liable for vandalism or theft of laptop computers when it occurs off-campus and when such vandalism or theft occurs on-campus at the fault of the employee. Employees issued a District laptop computer must return the laptop computer to their Principal or designee before the completion of their employment with the District.
- B. Employees are responsible for saving their personal files on external servers, ~~CD-ROM disks~~ or other external storage media when laptops are imaged or returned to the District. The District is not responsible for loss of personal files when laptops need to be re-imaged to restore functionality or to update the system.
- C. Employees must complete the EMPLOYEE LIABILITY AND LAPTOP CHECK-OUT FORM when they receive a district laptop. (Exhibit E)

VII. SCHOOL SITE RESPONSIBILITIES REGARDING LAPTOP LOSS

If laptop loss occurs, the following steps should be taken by school staff:

1. Notify the appropriate administrator;
2. Provide all service tag numbers (serial numbers) of the missing laptops to the administrator;
3. If service tag numbers are not known contact the Director of Educational Technology and request an inventory check to identify missing laptops;
4. Fill out the District Laptop Loss Form (See Exhibit C):
5. Notify the Sheriff's Department;
6. Record the Police Report number on the *District Laptop Loss Form* and send the form to the Director of Educational Technology; and
7. The Director of Educational Technology provides all information to the Assistant Superintendent for Business for insurance reporting and accountability.

Cf: BP 110, Violation of Board Policies, Sanctions

Cf: BP & AR 4040 Employee Computer/Internet Usage

See O'Connor v. Ortega (1987) 480 U.S. 209, 717

See Wasson v. Sonoma County Jr. College District (W.D. Cal. 1997) 4 F.Supp.2d 893, 905

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Employee Computer/Laptop Software Installation Guidelines and Policies

Custom Installs

Licensed Software

- Laptops and desktops are District property. Only District/school licensed software will be installed and supported.
- Installation of software in addition to the standard base image requires a “Software Installation Request Form” and a HelpStar request to be submitted. Large deployment installations will be done in the summer or during mid-year breaks

Personal Software

- The installation of personal software on district equipment is strongly discouraged and may only be installed with consent of IT after a determination that such software will not undermine the integrity of the District’s network.
- Personal finance, tax software, and America Online should not be installed. AOL has been known to cause many problems with laptops reconnecting back to the District network.
- District technicians will not install or support software that is not purchased by and licensed to the District.
- In the event personal software causes a problem, the computer will be re-imaged and restored back to its original state.
- It is the responsibility of the user to have a current back up of their files.
- If a laptop is attached to a home network, there must be router/firewall to prevent unauthorized access by hackers.
- District technicians are not responsible to perform work at individual’s homes.

Criteria of Non-District Licensed Products and Services

Allowed (User Must Provide Support)	Never Allowed
Digital camera software Printer drivers ISP PDA Other personal device drivers and legally licensed software	AOL Personal Finance Tax software Beta software Shareware Freeware Games Other software with license restrictions Peer to Peer file sharing

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Relates to AR 4040.1

Site Software Installation Request Form for Laptops
Only for School or District Licensed Software

DATE: _____

Site: _____

Principal: _____

Extension: _____

Name of Software: _____

Publisher: _____

Publisher's Customer service/technical support phone number: _____

Type of license:

- Entire Site
- Multiple licenses – number of licenses owned _____
- Server based software
- Software will reside on the laptop hard drive
- Web-based application

Will the software run on existing equipment? _____

Will the software run on a wireless network? _____

When do you need the software installed? _____

How many laptops will be serviced? _____

Do you already have the software? _____

If not, when do you expect delivery? _____

Program Information:

What is the specific learning outcome desired from use of this software on the laptops?

	EdTech Approval			Date
	IT Approval			Date

NOTE: Please provide the IT department with at least a two month notice. If software installation can be taken care of in the summer or during a break that would be helpful.

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DISTRICT LAPTOP THEFT/DAMAGE REPORT

POLICE/SHERIFF REPORT NUMBER _____

SITE: _____

TEACHER: _____

ROOM NUMBER: _____

CART NUMBER: _____

SERVICE TAG NUMBER/s

1. _____

6. _____

2. _____

7. _____

3. _____

8. _____

4. _____

9. _____

5. _____

10. _____

LAPTOP(S) WAS/WERE STOLEN:

ON CAMPUS

OFF CAMPUS

INCIDENT REPORT:

PLEASE USE EXTRA SHEETS IF NEEDED (ATTACH ALL)

WHITE: IMTC/DIR. OF ED TECH

YELLOW: POLICE/SHERIFF

PINK: SITE ADMINISTRATION

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Relates to AR 4040.1



San Lorenzo Unified School District
EMPLOYEE LAPTOP RETURN RECEIPT

Date: _____

Last Name: _____ First Name: _____

Address: _____ City: _____ State: _____ ZIP: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Employee's School Site or Department: _____

Laptop Service Tag: _____

SLZUSD Inventory Tag number: _____

Accessories: Check if returned, note if something is missing:

- Power cord and adapter
- Disk drive
- CD or DVD ROM Drive (circle)
- Carry Case, if District issued

NOTE: _____

Laptop checked in by: _____ Date: _____ Department or School: _____

DISTRIBUTION: White: IMTC Attn: Laptop Inventory Staff Yellow: Employee Pink: Personnel Green: Dept/Site issuing receipt

