

POLICY

Spencerport Central School District

2007

6471
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Personnel

SUBJECT: USE OF DISTRICT LAPTOP COMPUTERS, RELATED EQUIPMENT AND ACCESSORIES

All laptop computers, related equipment and accessories are school property and are provided to staff members for a period of time as deemed appropriate by the school's administration. As a condition of their use, staff members must comply with and agree to all of the following:

- a) Prior to being issued one of the District's computers, staff members will sign the computer use form and agree to all outlined policies and regulations.
- b) Staff members must not attempt to install software or hardware or change the system configuration including network settings without prior consultation with District's technology support staff.
- c) Staff members are expected to exhibit due diligence in taking proper care of the District's laptop computers, related equipment and accessories.
- d) Upon the District's request, staff members will return any computer, equipment, and/or accessories they have been assigned.

Adopted: 6/12/07