

Adopted: December 1, 2008

Revised: July 25, 2011, 1/14/2015

## **408 EMPLOYEE LAPTOP COMPUTER POLICY**

### **I. PURPOSE**

The purpose of this policy is to set forth policies and guidelines for the usage and care of school laptop computers by staff.

### **II. GENERAL STATEMENT OF POLICY**

DaVinci Academy of Arts and Science is lending staff members laptop computers to be used inside and outside the school in order to enhance, enrich and facilitate teaching and administrative duties as well as school communications.

The school laptops are to be used for school related business as a productivity tool, curriculum enhancement tool and for research and communications.

Approved Internet Acceptable Use and Safety Policy must be followed at all times.

All laptops are school property and are loaned to the staff for a period of time as deemed necessary by the School Director or designee.

The staff is required to sign the Technology Checkout Form and agree to all school policies, before they are issued a school laptop computer.

Staff should not attempt to install software or hardware, or change any system configuration without prior consultation with School Director or designee.

The staff is expected to protect school laptops from damage and theft. If damaged or stolen due to negligence, the staff agrees to pay for all expenses to repair/replace laptop, at their own expense. Staff will not be held responsible for computer problems resulting from regular school related use within approved policies.

The staff is monetarily responsible for any hardware or software damage inflicted to the laptop due to negligence on his/her part. The staff is not to attempt any network changes including software operating system, registry settings or web browser configuration.