

## Board Policy

Code No. 401.13E2

### **STAFF PORTABLE TECHNOLOGY USE GUIDELINES**

Use of Portable Technology Devices such as Laptops, Netbooks, iPads, Digital Cameras, etc. as with any other technology device, is subject to the rules and conditions contained within the Bettendorf Community School District's Acceptable Use Policy

Individuals who have been assigned Portable Technology Devices must regard them as property of the Bettendorf Community School District and assume the security and care of the device, all components and accessories.

Portable Technology Devices must not be left in vehicles due to temperature extremes that have been proven to cause damage to the systems and due to the potential for theft. Portable Technology Devices must not be left in an unsecured location.

Devices that are lost, stolen, or damaged will result in financial loss to the School District. If it is determined that the loss of a system, or damage to a system, is the result of the individual's failure to comply with School District policies and procedures, neglect or because of the individual's intentional act, the individual will be required to reimburse the School District for the cost of repair of the device. In the case of total loss, the individual will be required to pay the district's \$250.00 damage deductible. Do not deface or permanently mark on the device. In cases of obvious neglect, abuse or violations, the Portable Device will be taken from the individual and reassigned.

Any data corruption or configuration errors caused by the installation of unauthorized or illegal software may result in a loss of all data on your system due to the need for a complete reload of your Portable Device.

End-users are responsible for the backup of all data on their systems. The Technology Department assumes no liability for the loss of data.

Problems with functionality of the device must be reported by a staff member through the District Technology Staff. No on-site home support will be available to end-users. If units need to be sent out for repair, loaner units will NOT be available.

All Portable Devices have to be recorded in the Bettendorf Community School District Technology inventory. The Bettendorf Community School District Technology Department reserves the right to perform a physical inventory of the hardware at any point.

It is recommended that the individuals who are assigned Portable Devices have homeowners, renters, and/or automobile insurance coverage in case of theft or loss.

Individuals must report loss, damaged, or stolen equipment immediately (within 24 hours) to the Bettendorf Community School District Technology Department. Property loss damage reports must be completed on the appropriate forms and will be closely monitored. Stolen equipment must be reported to the Police Department to ensure thorough investigations, pursuit of criminal prosecution and full restitution, when possible, to the fullest extent of the law. Any person who knowingly files an application for insurance, statement of claim or police report containing any materially false information or attempts to conceal information concerning any fact material thereto, is violating the law and may be punished by criminal and/or civil penalties.

Portable Devices must be immediately returned upon request to the Bettendorf Community Schools Technology Department. Failure to do so will result in appropriate action. The individual is responsible for returning all parts and accessories in working order.

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Name \_\_\_\_\_ School/Location \_\_\_\_\_

Grade Level/Dept. \_\_\_\_\_ Room #/Equip. Location \_\_\_\_\_

Equipment:  Laptop  Netbook  iPad  Other (specify) \_\_\_\_\_

Model \_\_\_\_\_ District Tag/Serial Number \_\_\_\_\_

Carrying Case \_\_\_\_\_ Power Cord \_\_\_\_\_ AC Adapter \_\_\_\_\_ Other \_\_\_\_\_

My signature below indicates I have thoroughly read the above information. I understand the Bettendorf School District will seek to recover the cost of repair or replacement of a device that is damaged or lost as a result of an intentional act, or because of my failure to follow the Bettendorf School District policies and procedures. I agree to the above terms and conditions as such, agree to fully cooperate with property loss reporting requirements and with property loss incident investigations.

Staff Name \_\_\_\_\_ Date \_\_\_\_\_

*Approved: May 21, 2012*

*Reapproved:*

*Revised:*