



## **New Milford Public School District Staff Technology Device Guideline**

This District of New Milford technology device Guideline is a supplement to New Milford Public School District's Computer Acceptable Use Guidelines and the District's Tech Support policies. The District's Computer Acceptable Use Guidelines, Staff Technology Device Guidelines, and Tech Support policies apply to the use of all technology device's, inside and outside the school premises and staff members are expected to follow all of these policies when using the District's devices.

The New Milford School District will allow staff to use technology devices inside and outside the school in order to enhance, enrich, and facilitate teaching and administrative duties as well as school communications. District technology devices are to be used as a productivity tool for school-related business, curriculum enhancement, research, and communications. Staff members may use devices for limited personal purposes subject to these guidelines, the District's Acceptable Use Guidelines, and the District's Tech Support policies. Staff members shall exercise appropriate professional judgment and common sense when using district owned devices. All electronic devices and related equipment and accessories are the property of New Milford School District and are provided to the staff members for a period of time as deemed appropriate by the school's administration or school district administration. As a condition of their use of the technology devices, staff members must comply with and agree to all of the following:

- Prior to being issued one of the district owned devices, staff members will sign the Technology Device Acceptance Form and agree to all outlined policies.
- Staff members must NOT attempt to install software or hardware or change the system configuration including network settings without prior consultation with the IT Department.
- Staff members are expected to protect District devices from damage and theft.
- Each staff member is monetarily responsible for any hardware damage that occurs off school premises (including labor costs).
- Staff members will not be held responsible for computer problems resulting from regular school-related use; however, staff members will be held personally responsible for any problems caused by their failure to follow these guidelines or other negligence as deemed the District's administration.
- Staff members will provide access in a timely manner to any technology device, equipment, and/or accessories they have been assigned upon the District's request.

## General Device Use Rules:

- Each time you create or revise important data on the laptop, such as grades, tests or exams, you must back it up on your network folder or Google Drive as a safety precaution against device failure. The seconds that it takes to create a backup are well worth the frustration if/when the device fails.
- Since the laptop's keyboard and touch pad or devices touch screen are permanently attached to the rest of the system, make sure that your hands are clean before using them. Because hand lotion is a major contributing factor to dirt and dust, please make sure your hands are free from lotion before using the computer or device. It is costly to change a laptop keyboard and/or touch Pad/touch screen that has been damaged by excessive dirt.
- Do not place drinks or food in close proximity to your electronic device.
- Extreme temperatures or sudden changes in temperature can damage an electronic device. You should NEVER leave an electronic device in an unattended vehicle.
- When using a laptop, keep it on a flat, solid surface so that air can circulate through it. For example, using the laptop while it is directly on a bed can cause damage due to overheating.
- Try to always keep your device plugged into a surge protector when it is plugged in or charging.

## How to Avoid Laptop Computer Theft:

Due to size and portability, electronic devices are especially vulnerable to theft. Staff members should follow the rules set out below. A staff member will be held personally responsible for any District owned electronic device, equipment, and/or accessories that are stolen during the time they have been assigned to that staff member. Below are some tips on how to protect your laptop from being stolen.

1. Never leave a technology device in an unlocked vehicle, even if the vehicle is in your driveway or garage. Never leave it in plain sight. If you must leave your device in a vehicle, the best place is in a locked trunk. If you do not have a trunk, cover it and lock the doors.
2. Be aware of the damage extreme temperature can cause to electronics.
3. Carry your electronic device in a nondescript carrying case or bag when traveling.
4. Do not leave a meeting or conference room without your device or laptop. Take it with you.
5. Never check any electronic device as luggage at the airport.
6. Lock the electronic device or laptop in your office or classroom during off-hours or in a locked cabinet or desk when possible.

*If a theft does occur, immediately notify Administration and the IT Department.*

# Electronic Use Agreement:

In exchange for the privilege of being provided with an electronic device that may be used outside the school environment, I agree to the following conditions:

I understand that all electronic devices, laptop computers, equipment, and/or accessories the New Milford School District has provided to me are the property of the New Milford Public School District and intended for school-related business.

I will abide by all of the terms in the Staff Technology Device Guidelines, the District's Acceptable Use Guidelines, and the District's Tech Support policies. I acknowledge that I have received copies of such guidelines and policies and accept responsibility for reading and understanding them.

As with all school property and equipment under my control, I understand that I am responsible for exercising reasonable care of electronic device and related equipment and accessories. I acknowledge that I may be liable for any damage or loss caused by my failure to exercise such reasonable care.

I will not install any additional software or change the configuration of the equipment in any way without prior approval of the IT Department.

I will not allow any other individuals to use any electronic device and/or related equipment and accessories that have been provided to me by the District.

I understand that there is no expectation of privacy in connection with my use of the District's electronic devices, laptop computers, equipment and/or other accessories. Therefore, I will not create, store or use private messages, files or other information that I do not want school authorities to see.

I understand that a violation of the terms and conditions set out in the guidelines will result in the restriction and/or termination of my use of all district devices, laptop computers, equipment, and/or accessories and may result in further discipline up to and including termination of employment and/or other legal action.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Home Phone/Cell (\_\_\_\_\_) \_\_\_\_\_ Model \_\_\_\_\_

District ID # \_\_\_\_\_

Items Loaned / Condition – *If used or damaged please make additional comments*

\_\_\_\_ Item Loaned Condition \_\_\_\_\_

Computer Yes \_\_\_\_\_ No \_\_\_\_\_ New \_\_\_ Used \_\_\_ Damaged \_\_\_\_\_

Power Supply & Cord Yes \_\_\_\_\_ No \_\_\_\_\_ New \_\_\_ Used \_\_\_ Damaged \_\_\_\_\_

Mouse Yes \_\_\_\_\_ No \_\_\_\_\_ New \_\_\_ Used \_\_\_ Damaged \_\_\_\_\_

Laptop Bag Yes \_\_\_\_\_ No \_\_\_\_\_ New \_\_\_ Used \_\_\_ Damaged \_\_\_\_\_

USB Flash Drive Yes \_\_\_\_\_ No \_\_\_\_\_ New \_\_\_ Used \_\_\_ Damaged \_\_\_\_\_

Surge Protector Yes \_\_\_\_\_ No \_\_\_\_\_ New \_\_\_ Used \_\_\_ Damaged \_\_\_\_\_

**Last Name** \_\_\_\_\_ **First Name** \_\_\_\_\_

**School/Bldg.** \_\_\_\_\_

Comments: (overall condition, scratched, dented, bent, missing keys, missing parts)