
**Queen Anne's County Public Schools
Acceptable Use of Electronic Networks Policy**

Staff Laptop Computer Procedure

This Staff Laptop Computer Procedure is a supplement to the Queen Anne's County Public Schools District's Acceptable Use of Electronic Networks Policy. The District's Acceptable Use of Electronic Networks Policy and this Staff Laptop Computer Procedure apply to the use of all laptop computers both on and off the school premises. Staff members are expected to follow all outlined policies and procedures when using the District's laptop computers.

The Queen Anne's County Public Schools District permits staff to use the District's laptop computers both on and off the school premises in order to enhance, enrich, and facilitate teaching and administrative duties as well as school communications. The District's laptops are to be used as a productivity tool for school-related business, curriculum enhancement, research, and communications. Staff members may use the District's laptops for limited personal purposes subject to the District's Acceptable Use of Electronic Networks Policy and this Staff Laptop Computer Procedure. Staff members also shall exercise appropriate professional judgment and common sense when using the District's laptop computers.

All laptops and related equipment and accessories are the property of Queen Anne's County Public Schools and are provided to the staff members for a period of time as deemed appropriate by the District's administration. As a condition of using the District's laptop computers, staff members must comply with and agree to all of the following:

- Prior to being issued one of the District's laptop computers, staff members will sign the Staff Laptop Computer Procedure Agreement Form and agree to all outlined policies and procedures.
- Staff members should not attempt to install software or change the system configuration including network settings without prior approval of the Technology Department.
- Staff members are expected to protect school laptops from damage and theft.
- Staff members will return the laptop and accessories to the District within 3 business days of the end of employment or a deduction for the full replacement cost of the unreturned equipment and accessories will be withheld from any remaining pay.
- Staff members will be financially responsible for any hardware damage, loss or theft that occurs both on and off school premises due to negligence and which may not be covered by the District's accidental damage warranty coverage for the equipment.

HUMAN RESOURCES OPERATION PROCEDURES

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- Staff members will report any damage to the equipment to the media specialist/assistant.
- Staff members will provide access to any laptop computer and accessories they have been assigned upon the District's request.

General Laptop Use Rules

Important data stored on the laptop, such as grades, tests or exams, must be backed up on an external storage location as a safety precaution against hard drive failure. The seconds that it takes to create a backup are well worth the frustration if/when the computer hard disk fails.

Drinks or food should not be placed in close proximity to the laptop.

Extreme temperatures or sudden changes in temperature can damage a laptop. Every effort should be made to avoid leaving a laptop in an unattended vehicle for extended periods of time.

Laptops should be placed on a flat, solid surface when in use, or in a position so that air can circulate through it.

How to Avoid Laptop Computer Theft

Due to size and portability, laptop computers are especially vulnerable to theft. Below are some tips on how to protect the laptop from being stolen.

1. Laptops should not be left in an unlocked vehicle. Never leave it in plain sight.
2. Laptops should be in the supplied carrying case when traveling.
3. Laptops should not be left in a meeting or conference room.
4. Laptops should not be checked as luggage at the airport.
5. Laptops should be locked in an office or classroom whenever unattended on school premises.

If a theft does occur, immediately notify the school administration and Technology Department. A police report is required to be filed and a copy provided to the school administration and Technology Department.

Reference: Queen Anne's County Public Schools Acceptable Use of Electronic Networks Policy – Adopted 9.7.2011

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