

Lisbon School District

15 Newent Road
Lisbon, CT 06351

4118.5/4218.5

Personnel - Certified-Non-Certified

Rights, Responsibilities and Duties

Acceptable Technology Computer Network Use

The Board of Education provides desktop computers, laptops, tablets, networks and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff.

Employees are to utilize the school unit's computers, laptops, networks and Internet services for school-related purposes and performance of job duties. Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations or other system users. "Incidental personal use" is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules.

Any employee who violates this policy and/or any rules governing use of the technology will be subject to disciplinary action, up to and including discharge. Illegal uses of the school computers will also result in referral to law enforcement authorities.

All technology remains under the control, custody and supervision of the Lisbon Public Schools. The Lisbon Public Schools reserves the right to monitor all computer and Internet activity by employees. Employees have no expectation of privacy in their use of school computers.

Each employee authorized to access school computers, networks and Internet services is required to sign an acknowledgment form stating that they have read this policy and the accompanying regulations. The acknowledgment form will be retained in the employee's personnel file.

Each employee issued a laptop is required to sign the "Laptop Agreement and Care Guidelines" form stating that he/she understands their responsibilities regarding their issued laptop. The acknowledgement form will be retained in the employee's personnel file.

The Superintendent or his/her designee shall be responsible for overseeing the implementation of this policy and the accompanying rules and for advising the Board of the need for any future amendments or revisions to the policy/regulations. The Superintendent or his/her designee may develop additional administrative procedures/rules governing the day-to-day management and operations of the district computer system as long as they are consistent with the Board's policy/rules.

(cf. 6141.321 - Student Use of the Internet)

(cf. 6141.322 - Web Sites/Pages)

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Acceptable Technology Computer Network Use (continued)

Legal References:

- Connecticut General Statutes
- The Freedom of Information Act
- 53A-182B Harassment in the first degree.
- P.A. 98-142 An Act Requiring Notice to Employees of Electronic Monitoring by Employers.

Policy adopted: 08/25/08 – Lisbon Board of Education
Policy amended: 07/15/13

Lisbon Board of Education

Lisbon School District

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**4118.5/4218.5
Form**

LISBON PUBLIC SCHOOLS

EMPLOYEE COMPUTER AND INTERNET USE ACKNOWLEDGMENT FORM

No employee shall be allowed to use school computers or the Internet until he/she has signed and returned this acknowledgment.

I have read policy 4118.5 - Acceptable Computer Network Use and its Administrative Regulations - Acceptable Computer Network Use and understand their terms and conditions.

Print Name

Signature

Date

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Form

LISBON PUBLIC SCHOOLS

TEACHER / STAFF LAPTOP AGREEMENT OF UNDERSTANDING

- I understand that I am being issued a laptop computer to help me better perform all functions of my job including administrative, communicative, and instructional; it will be in my possession for use at and away from work.
- I understand I am responsible for the laptop computer issued to me and I will care for the equipment in such a manner as to prevent loss or damage. I further understand and agree to the following: All district technology use must be in compliance with the Lisbon School District Acceptable Computer Technology Use Policies.
- The use of the computer covered by this agreement is restricted to certified teachers, or staff of Lisbon School District. Use by others is prohibited.
- The user understands that laptops must remain free of any writing, drawing, stickers, or labels that are not the property of Lisbon School District.
- The user understands he/she has no expectation of privacy regarding the use of any district owned technology or technology service, including the laptop indicated above.
- The user understands he/she is responsible for backing up all user created data stored on the local hard drive of the laptop computer. Data corruption or configuration errors may result in a loss of local hard drive data on the laptop and/or system due to the need for a complete reload.
- The District is not liable for lost data.
- All software must be legally licensed. The district will not support user installed software and may request licensing documentation to establish the legality of the installed software.
- The user understands that music may be downloaded for educational purposes only and must not violate copyright. Downloading from torrent sites or any other "free" music software is prohibited.
- The user will take reasonable steps to insure the security and operability of the laptop computer while it is in his/her possession. If the laptop becomes lost, damaged or stolen the user must report this to their building Technology Coordinator and building principal as soon as possible.
- I understand and agree that I am responsible to the District for the cost of repair or replacement of a unit that is damaged, lost, or stolen as a result of my intentional act, neglect, or abuse of the laptop or because of my failure to follow Board Policies, District Rules and guidelines, including this agreement.

____ I agree to the above terms and conditions and agree to fully cooperate with property loss reporting requirements.

STAFF MEMBER NAME: _____

STAFF MEMBER SIGNATURE: _____

DATE: _____

Lisbon Board of Education

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LISBON PUBLIC SCHOOLS

LAPTOP CARE GUIDELINES

Teachers and Staff are responsible for the general care of the laptop they have been issued by the district

General Precautions

- Food or drink should not be stored or consumed next to your laptop.
- Do not use your laptop where it will get dirty or wet (beach, pool, etc.).
- Make certain the fan and vents for the laptop are clear of clutter. Do not put the laptop in a bag, on a pillow, etc. while it is running. It may overheat.
- Cords, cables, and removable storage devices must be inserted and removed carefully from the laptop.

Carrying Laptops

The protective cases provided with laptops have sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

- Laptops should always be within the protective case when carried.
- When moving a laptop a short distance never pick it up or hold it by the display (always hold the bottom).
- Some carrying cases can hold other objects (such as folders and books), but these must be kept to a minimum to avoid placing too much pressure and weight on the laptop screen.

Screen Care

The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. The guidelines below should be followed:

- Do not lean on the top of the laptop when it is closed.
- Do not place anything near the laptop that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not touch the screen.
- Do not place **anything** on the keyboard before closing the lid (e.g. pens, paper, staples, disks).
- Clean the screen with a soft, dry cloth or screen cleaning cloth.

Security/Safety

- Do NOT leave your laptop unattended.
- Do not store or use your laptop where temperatures reach below 41 or above 95 degrees.
- Back up important data onto the network, flash drives, and/or CDs. Store your back-ups separately from the laptop. Assume that only you can back up the data on your laptop. Back up as often as necessary.
- Make hard copies of important files and documents.
- Never allow friends or family members to use your school laptop. Your laptop has access to Lisbon's network, grade books, confidential documents, etc. If your laptop is used to inappropriately access those resources, or those of another network, you are responsible.