



AP XXX Laptop Computers for Staff Use

Legislative References:

Policy Reference:

Collective Agreement References:

Date:

RE: FORMER POLICY 3070 LAPTOP COMPUTERS FOR STAFF USE

The Board of Education of School District No. 51 (Boundary) desires that staff, pupils and the public take all possible steps to reduce and eliminate trespass, disruptive activities, vandalism and other damage to School District property.

The Board recognizes the authority of the school-based Administrative Officers, pursuant to the School Act, to deal with student vandals as appropriate and as may be dictated by individual circumstances.

The Board will seek restitution for damages from any person found to have committed an act of vandalism against school district property.

REGULATIONS

When staff are issued and accept the responsibility for a laptop computer they agree to the following:

- a) The laptop computers remain the property of School District No. 51(Boundary) at all times and School District No. 51(Boundary) Staff only has a right to use them.
- b) To take proper care of their assigned laptop computers and accessories and keep them in good working order and condition. If there is an issue with your laptop computer then please contact the IT department immediately.
- c) As individual laptop users take responsibility for backing up all personal data on their laptop computers – on school networks, CD-R, USB memory stick or other independent storage device acceptable to the IT Department.
- d) Only use the laptop computers:
 - I. For educational or work-related purposes: and
 - II. For the purpose for which the laptop computers were designed and in accordance with applicable law and School District No. 51 Employee Network User Agreement and District-Wide Application of Technology – Electronic Communications Systems in Schools policy.

3070



Receipt of Equipment and SIGN-Off

I have read, understood and agreed with the regulations on Laptop Computers For Staff use and all the referenced policies. I have received the following equipment in good working condition.

- Inventory Number _____
- Laptop Serial Number _____
- Laptop Case/bag
- Laptop Power Adapter

Name: _____

Signature: _____

Date: _____

DRAFT