

Jordan School District Laptop User Guidelines

Laptop computers are provided to Jordan School District employees for use both on and off the school grounds in order to enhance, enrich, and facilitate teaching and learning, administrative duties as well as school communications. Laptop computers are to be used for school-related business, curriculum enhancement, research, communications and other instructional purposes.

The following guidelines are provided to help manage the use of this equipment. These guidelines apply to laptops owned by the Jordan School District.

1. Laptop computers are for the use of school district personnel, and remain the legal property of Jordan School District.
2. Asset tracking and management of laptop equipment shall be the responsibility of the issuing administrative authority (Building Principal, Departmental Director, Area Executive, etc.).
3. Before an employee is issued a laptop computer, the employee must sign the Jordan School District Laptop User Agreement. This agreement should remain on file with the issuing administrative authority.
4. The Jordan School District Acceptable Use Policy applies to the use of the laptop both on and off school grounds. A signed acceptable use agreement must be on file before the laptop is issued.
5. Only legally licensed software shall be installed onto district-owned laptops.
6. All laptops should have appropriate and current virus protection software installed.
7. It is the employee's responsibility to maintain a backup of data.
8. In the case of technical problems, a laptop's hard drive may be erased and/or re-imaged to its original format.
9. It is the employee's responsibility to restore applications and data not included in the original configuration.
10. The building-level technician shall serve as the first level of support for troubleshooting and maintaining laptop computers at the designated building.
11. When a building-level technician determines that further assistance is needed, requests shall be submitted to Jordan School District's User Support line (567-USER).
12. An employee must receive permission from the issuing administrative authority before laptops are taken off premises. (Additional compensation is not provided to employees who may work on a laptop outside of regular school hours.)
13. When the laptop is taken off school or district premises, the employee must bring the laptop back each time they return to the school or office.
14. Employees who take a laptop off school or district premises are fully responsible for any damage to or loss of the laptop. The employee is responsible for the cost of repair or the fair market value of the damaged or lost laptop regardless of the circumstances.
15. It is the employee's responsibility to keep their assigned computer secure and protected at all times. The following suggestions include:
 - a. Use protected storage bags or carrying cases specifically designed for laptops.
 - b. Lock laptops in cabinets or desks where possible.
 - c. Use cable safety locks when necessary.
 - d. Secure the laptop if you are temporarily leaving it unattended in a classroom or conference room.
 - e. Avoid creating a trip hazard when plugging in the laptop for power.
 - f. Use car trunks or other means to keep laptops out of plain sight; keep car doors locked at all times.

- g. Be aware of extreme (hot or cold) temperatures in an enclosed vehicle that can harm the electronics of the laptop.
- h. Keep drinks, food, lotions and other harmful materials away from the laptop.

Damage/Vandalism/Loss/Theft

16. Damage, vandalism, loss or theft of a laptop while being used on-site during the course of a regular work day should be reported using the same procedures as with any other district property. If necessary under this circumstance, replacement is the responsibility of the school, except in the case of established employee negligence.

17. Procedures for reporting damage to a laptop:

- a. Immediately notify the issuing administrative authority.
- b. Phone Jordan School District’s User Support line (567-USER) for repair.

A laptop is declared beyond repair if the cost of repair is 50% or greater than the replacement cost.

18. Procedures for reporting loss, theft, or vandalism of a laptop:

- a. Immediately notify the issuing administrative authority.
- b. In cases of suspected theft, a police report shall be filed.
- c. File a Jordan School District “Lost/Stolen/Vandalized Fixed Asset Report” and/or “Vandalism and Burglary Report” as appropriate.

19. If the damage, vandalism, loss or theft of a laptop occurs off-site while under the direct responsibility of the employee or in cases of established employee negligence while used on-site, the issuing administrative authority shall arrange to collect payment from the employee to cover the cost of repair or the fair market value of the laptop; whichever is less. Payment from the employee may be collected through a payroll deduction process.

20. The fair market value of a laptop will be determined as follows:

Years of District Ownership	Fair Market Value as a Percent of Purchase Price
5 years or more	10%
3 to 5 years	25%
2 to 3 years	50%
1 to 2 years	75%
Less than 1 year	100%

21. Under unique and extraordinary circumstances, an employee’s responsibility to cover the cost of repair or fair market value may be reduced if documentation is submitted to and approved by the Deputy Superintendent of Business Services.

Jordan School District Laptop User Agreement

Name: _____

School: _____

Computer: _____

Asset Number: _____

Serial Number: _____

I acknowledge this laptop belongs to Jordan School District and is intended only for my individual school/district-related use. I have read the Jordan School District Laptop User Guidelines and agree to abide by the terms and conditions of those guidelines including the following:

1. If necessary, I authorize Jordan School District to use a payroll deduction(s) to cover the cost of repair or fair market value of the laptop as stated in the guidelines.
2. I agree with the terms and conditions of DP371- Employee Information Network Acceptable Use Policy and have a current, signed network use agreement on file with the issuing administrative authority.

I understand that violation of the provisions stated in the guidelines may result in disciplinary action by the issuing administrative authority.

Employee Signature: _____ Date: _____

Issuing Administrator Signature: _____ Date: _____