



## Bradford Area School District Teacher Laptop Guidelines

The BASD Teacher Laptop Guidelines Manual was developed by the offices of the Superintendent and Technology. It provides information regarding district policies and procedures for successful implementation and use of the teacher laptops.

### Basic Guidelines

The district is pleased to offer teachers a laptop for use inside and outside the classroom. The use of district-owned technology equipment is highly encouraged, providing all guidelines, regulations and policies are followed. These guidelines are necessary to protect the district's investment in hardware and to maintain the security of the district's network. These guidelines are to be used in conjunction with other district policies that address appropriate use of technology and digital resources. These policies include Acceptable Use of Technology and Computers – 814.1, Technology System Security – 814.4, Employee Use of Electronic Devices – 814.5, and social media - 816.

All district guidelines and policies regarding technology and electronic resources apply to computer use at school. These policies and guidelines also apply to home use of your district issued laptop or any district-owned equipment. It is expected that all employees of the district whose equipment includes laptops agree to the following guidelines and policies. Violation of these guidelines and policies will result in disciplinary and/or legal consequences.

### The Terms of Use are listed below:

1. The laptop is the property of the district and issued to employees for the purpose of conducting school business. It is intended only for the use of the school district employee to whom it is assigned.
2. The laptop must be at school during regularly scheduled workdays. Please be sure that your laptop is powered on during school day hours.
3. Every classroom will be equipped with a power adapter, mouse, and associated cables. The laptop will function as a desktop computer. When moving to a different area or if you wish to take the device home, simply unplug the laptop from the connections, it is ready for travel.
4. Teachers are encouraged to always use their laptops during the school day including but not limited to faculty meetings, professional development, curriculum writing, PLC/CPT, in class, IEP meetings, etc.
5. The employee may take the laptop home or to other locations after school hours. A lightweight protective sleeve will be provided to help protect the laptop in your personal backpack or bag.
6. The employee is responsible for the care, appropriate use, and damages incurred to the laptop computer. The employee agrees to handle all equipment carefully and protect it from potential sources of damage. The employee also agrees to store all equipment in a safe and secure location. If any loss, damage, or destruction of school property is determined to be the fault of

the employee, the district may charge the employee with the repair or replacement cost. The employee will not be held responsible for loss, damage, or destruction of school property when such loss, damage or destruction is determined not to be the fault of the employee. Allowances will be made for normal wear and tear of equipment.

7. Loss or theft of the property must be reported to the Technology Director and building Principal as soon as possible after the occurrence.
8. The laptop computer is configured for use on the school network. The Technology Department will not be able to assist you at your home to connect the laptop to other Internet providers.
9. The laptop is issued to the teacher in their current teaching position. If the employee leaves their current position of employment the laptop must be returned to the district Technology Department immediately.
10. The laptop computer will be returned to the Technology Department from time to time to receive regular maintenance and upgrades. Teachers will be notified when this becomes necessary. When requested, all district laptops must be turned in to the Technology Department for inspection, inventory, updates, and random screenings. Failure to comply will result in the device becoming incompatible with the district network.
11. All users of the laptop must adhere to district policies regarding appropriate use, data protection, computer misuse, health, and safety.
12. Teachers are responsible for all content found on their laptops. Do not allow any unauthorized users access to your laptop.
13. Laptops should be completely shut down when being transported. Laptops should always be stored in a case when transporting.
14. No stickers or markings of any kind are allowed on the laptops other than those placed by the Technology Department. They are not to be defaced, damaged, or tagged in any way.
15. The employee shall not remove or alter any district identification labels or tags attached to/displayed on any district equipment.
16. Do not place anything on top of the laptop when it is closed as it could damage the screen.
17. Sending or retrieving any information that violates school or district policies regarding content that is threatening, racially offensive, abusive, defamatory, profane, sexually oriented, pornographic, or obscene will result in appropriate disciplinary action.
18. Teachers should never knowingly transmit computer viruses or perform actions that would intentionally waste or disrupt network resources.
19. Your district username(s) and password(s) are not to be shared with anyone.
20. Employees will abide by all district policy, local, state, and federal laws.
21. Per district policy, all files stored on any district profile Home Directories, cloud drives, shared drives or devices are the property of the district and are subject to regular review and monitoring at any given time.
22. Only software approved by the Technology Department and owned by the district may be installed on district-owned laptop computers. All software must be installed by district technology personnel and adhere to the District's Software Policy.
23. Illegal use or transfer of copyrighted materials is prohibited.
24. Any data that is hosted on the equipment and on personal devices is the responsibility of the employee. The district is not responsible and does not support data stored on local hard drives

or portable devices. Employees must take measures to securely protect all school department data that resides on the devices.

25. The Technology Director (or designee) has the right to remove any device from the network at any time. The Superintendent (or designee) reserves the right to disallow and/or remove any devices from the district network or district premises at any time.
26. Personal laptops and/or personal devices are not supported by the district Technology Department.

## **Technology Guidelines**

The Bradford Area School District is committed to making available to all student and staff members access to a wide range of digital learning facilities, equipment, and software, including computers, computer network systems, and the Internet connection. The goal in providing this technology and access is to support the educational objectives and mission to promote resources sharing, innovation, problem solving, and communication to enhance student learning. The district has the right to place reasonable restrictions on the material accessed and/or posted using its computers, computer network, and/or Internet connection.

The use of digital resources must be in support of the district's educational objectives. Access to various digital resources is available to users for academic-related purposes only. The goal of providing digital resources is to promote educational excellence by facilitating teaching and learning, research, production, innovation, communication, and collaboration. Access is a privilege, not a right. All school district users must follow all district policies.

## **Privileges & Responsibilities**

Usage of the district's network and the Internet capabilities must be related to education consistent with the instructional objectives of this district. Neither technology equipment, the network nor the Internet may be used for frivolous reasons or personal use. Access to this infrastructure imposes certain responsibilities and obligations. Users are expected to abide by the accepted rules of digital etiquette and district policies. Users are not to modify the standard configuration of any computer or other technologies. Users should report any malfunction, inappropriate material, or improper usage to the appropriate staff through the proper channels. Users should not use technology in any way that disrupts use by others or creates a hostile learning environment. Examples of prohibited conduct include but are not limited to the following:

- Use of another user's account.
- Attempting to breach the desktop/laptop security of a computer.
- Attempting to break into password protected areas of a network or tampering with network systems.
- Use of the technology infrastructure to obtain or distribute racially, religiously, or sexually offensive material, pornographic or sexually explicit materials, to participate in hate groups or similar groups, or to engage or enable others to engage in gambling or any other illegal activity.
- Use of technology to engage in behavior prohibited by the district's anti-harassment and bullying policy.

## **Property Rights**

- Users must respect the property of others by crediting sources and following all copyright laws.
- Users may not download or install software without administrative permission. All software loaded on the district's hardware is the property of the district and may not be copied or transmitted to any outside party: upon termination of employment, no employee shall remove any software or data from district-owned equipment.
- No employee may copy, download from the Internet, or install onto a district computer or otherwise use any software in violation of applicable copyrights and license agreements.

## **Privacy**

### **Electronically Stored Personal Data**

The district permits the use of its computer facilities for the storage of personal data and files, so long as this does not adversely impact the operation or capacity of the system in a material way. Users should not assume any right of privacy in the personal files maintained on the district's technology infrastructure. Examples of this include, but are not limited to the following:

- District computers, devices, network, and servers including your shared drives.
- Cloud technology such as files stored on third party servers such as Microsoft Office 365 and OneDrive.
- District Webmail.

### **District Monitoring**

The district has the right, but not the duty, to monitor all aspects of its computers, computer network systems, and Internet access. The district shall have both the authority and the right to review or monitor, with or without prior notice, the content of electronic communication for any reason, including but not limited to retrieval of information, investigation or resolution of network or communications problems, prevention of system misuse, ensuring compliance with policies for use of third-party software and information, ensuring compliance with legal and regulatory requests and enforcement of all district policies.

The district also reserves the right to review, inspect the content of, and monitor all information residing on all computers and file servers for such purposes. Students and staff waive any right to privacy in anything they create, store, send, disseminate, or receive on the district-owned computers and computer network systems, including the Internet.

Users may not engage in activities that consume excessive amounts of network bandwidth, such as downloading, uploading and/or live streaming non-school related content. If the Technology Director suspects high utilization of bandwidth or inappropriate use of district technology resources, a user may be asked to turn over a device and any passwords.

## **Reminders Regarding Unacceptable Use**

- ✓ Access to, submittal, publication, display, or retrieval of any material in violation of any United States or state regulation is prohibited, including, but not limited to copyrighted material; threatening, racially offensive, abusive, defamatory, profane, sexually oriented, pornographic, or obscene material; or material protected by trade secret.
- ✓ Use for individual profit or gain or other commercial activities is not acceptable.
- ✓ Use for product advertisement or political action or political activities is prohibited.
- ✓ Excessive personal use or consuming excessive amounts of bandwidth.
- ✓ Contributing to cyberbullying, hate mail, harassment, discriminatory remarks, and other antisocial behaviors.
- ✓ Intentionally seeking information on, obtaining copies of, or modifying files, other data or passwords belonging to other users, or misrepresenting other users on electronic resources.
- ✓ Using an electronic resources account authorized for another person.
- ✓ Making use of the electronic resources in a manner that serves to disrupt the use of the district network by others.
- ✓ Unauthorized downloading or installation of any software, including shareware and freeware, for use on district electronic resources.
- ✓ Malicious use of electronic resources to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system.
- ✓ Any attempt to defeat or bypass the district's Internet filter by using or trying to use proxies, https, special ports, modification to the district browser settings or any other techniques, which are designed to avoid being blocked from inappropriate content or conceal Internet activity.

## **Laptop Use at School**

The laptop must be at school during regularly scheduled workdays. Teachers are encouraged to always use their laptops during the school day including faculty meetings, professional development, curriculum writing, in class, IEP meetings, etc. The laptop should be locked in a closet or cabinet when not in the teacher's possession.

### **Logging On**

- ✓ Teachers will use their BASD network log on for access to the laptop.
- ✓ The laptops have wireless access, and the network can be accessed using Wi-Fi from any location on-premise.

### **Saving Files**

- ✓ When at school, teachers should save files to Microsoft OneDrive. Using OneDrive allows access to your files from outside the district facilities(off-premise). OneDrive also provides backup and restoration of documents, to include restoration of file and document versions.

- ✓ Items saved to the desktop or local Documents folder will be lost if there is a hard drive failure or other equipment problems.

### **Lock Your Laptop**

- ✓ The laptops screen should always be “locked” when not in use.
- ✓ For your own security, hold down the Windows key on the lower left of the keyboard and push the letter “L” key.
- ✓ To unlock, press any key on the keyboard and type your password.

### **Laptop Use at Home**

#### **Logging On**

- ✓ Teachers will use their BASD logon(credentials) to sign-on to the laptop, even when not connected to the district network.

#### **Saving Files**

- ✓ When at school will always save data to Microsoft One Drive, Groups or SharePoint sites.
- ✓ Items saved to the local hard drive can potentially be lost if there is a hard drive failure or other equipment problems. Teachers should not save to the local hard drive.

#### **Travel between Home and School**

- ✓ Laptops should be shut down before traveling between home and school.
- ✓ Laptops should remain in cases when traveling.
- ✓ Care should be taken to keep the laptop dry. Do not use indoors or outdoors in wet areas.
- ✓ Laptops, chargers, and cases must be brought to school each day.
- ✓ Your laptop case should only be used to store the laptop and charger accessories.
- ✓ Laptops should not be stored in cars or any location that could experience extreme temperatures. For security, if your laptop must be stored in a vehicle, store it in the trunk or under cover.

#### **Laptop Care at Home**

- All school rules apply for home use of laptops.
- Use ONLY a lint free, microfiber or soft cotton cloth to clean your computer screen. Bathroom tissues or paper towels may contain wood –pulp fibers that can scratch your screen.
- NEVER spray any cleaning chemicals such as Windex or other glass cleaners directly on to your screen as they may damage the LCD matrix.
- Always keep all food and drinks away from your laptop.
- It is important to avoid exposing the laptop to extreme temperatures.

## **Technology Support**

If a teacher needs tech support, submit a work request using ServiceDesk. The technology staff will do its absolute best to have the shortest turnaround time possible. Where possible, a loaner laptop may be provided (if available). Teachers can check the status of their repair in ServiceDesk. **Tech support will be provided, Monday through Friday, during school hours only.**