

## CLINTON-ESSEX-WARREN-WASHINGTON BOCES

**LAPTOP COMPUTER POLICY**

This CEWW BOCES Laptop Computer Policy is a supplement to the CEWW BOCES Computer Acceptable Use Policy. The District's Computer Acceptable Use Policy, and Laptop Computer Policy, apply to the use of all laptop computers, and associated equipment and all district laptop computers and associated equipment outside the district premises. Students, staff members, and guests are expected to follow all of these policies when using laptop computers and associated equipment.

**Personal Computing Equipment**

Students, staff members, and guests may only use personal laptops in the district where there is a bona-fide educational requirement to do so and such use is at the discretion of the division head or designee with input from the technology staff.

The following guidelines are provided to manage the use of personal laptops and associated equipment:

- The owner of the laptop is solely responsible for how the laptop is used regardless as to whether the owner or a borrower of the laptop is performing actions on it.
- The owner of the laptop is solely responsible for the security of the laptop, and for any damages to the laptop and/or the laptop may cause to district equipment to which it attaches. (networks, projectors, other computer equipment, etc.)
- The laptop must be running the most current version of an approved Virus Protection software package (F-Prot, McAfee, Norton, AVG, Avast, etc.), including the latest weekly virus definition files.
- The laptop must be up to date with the most current Security Patches for its Operating Systems.
- The laptop is free of spyware, adware, worms, viruses, trojan horses, and peer to peer software.
- The laptop is not to be used for any illegal activity, peer to peer file sharing (including Kazaa, Limewire, Gnutella, Napster, Bit Torrent, etc...), hacking or cracking this network or any other, or for any other use that would violate the Acceptable Use Policy, or any other CEWW BOCES policy.
- The laptop must not be running any Internet or web hosting services and must not have Internet Connection Sharing, File Sharing, or Printer Sharing services turned on.

- The owner and all users of Personal Laptops must request network access prior to each use of their laptop by reading the District's Acceptable Use Policy and signing an Electronic Resources for Education Guest Account Agreement and the Laptop Policy Acceptance Form. A "use" is the authorized period defined on the Electronic Resources for Education Guest Account Agreement. Under normal circumstances, that period will be from one day to one week. Periods exceeding one week may be approved only after discussion between the Division Director and the Technology Staff. Access will only be granted by the division head or designee, with input from the technology staff, in circumstances where there is a bona-fide need that benefits the district.
- The owner and all users of the laptop understand that no workstation or other district equipment will be disconnected from the network in order to provide network access for their device. If Internet access is needed, at the discretion of the division head or designee, with input from the technology staff, the user will be provided a designated Ethernet port to attach the device. In the limited areas at CEWW BOCES where there is wireless network access, it is at the discretion of the division head or designee, with input from the technology staff, to grant use of such access.
- Connection of personal equipment to network printers is not permitted. Printing of documents can only be done from a district computer using a personal data-transfer device (disc or flash-drive etc) compatible with the district's computing equipment. It is the owner's responsibility to have a suitable data-transfer device.
- CEWW BOCES is unable to supply or install software due to legal constraints and licensing agreements.
- CEWW BOCES cannot provide technical assistance for hardware or software problems that may occur with personal laptops and associated equipment. Such assistance remains the personal responsibility of the owner as a private matter. District IT Support Staff have a responsibility to maintain and develop our own network and computer equipment and are unable to respond to private needs.
- At NO time should students, staff, or guests access programs or material from the laptop which would violate the Acceptable Use Policy.
- The appropriateness of laptop use by students remains at the discretion of the teacher. In the event of students using their laptop inappropriately, the teacher may require the student to shut down the computer and continue working via other means and/or take disciplinary action using the same procedures as if the violation had occurred while using district computing equipment.
- Where there is reasonable suspicion that material in violation of the Acceptable Use Policy is being brought to CEWW BOCES on a laptop by a student, staff or guest, the district reserves the right to ban the laptop from campus grounds and/or impound the computer.

## **District Owned Laptops & Associated Equipment**

The CEWW BOCES allows staff, students and guests to use the district's laptop computers inside and outside the school in order to enhance, enrich, and facilitate teaching and administrative duties as well as school communications. The district's laptops are only to be used as a productivity tool for school-related business, curriculum enhancement, research, and communications.

All laptops and related equipment and accessories are district property and are provided to the staff members or students for a period of time as deemed appropriate by the school's administration. As a condition of their use of the district's laptop computers, staff members and students must comply with and agree to all of the following:

- Prior to being issued one of the district's laptop computers, staff members, guests and students will sign the Laptop Acceptance Form and agree to all terms and conditions as outlined.
- Staff members, guests, and students must NOT attempt to install software or hardware or change the system configuration including network settings without prior consultation with Technology Staff. Any unauthorized software will be removed by Technology Staff upon discovery.
- Staff members, guests, and students are expected to protect district computer equipment from damage and theft, and are solely responsible for any damages or theft that occurs as a result of their own negligence and/or misuse.
- Staff members, guests, and students will not be held responsible for software problems resulting from regular school-related use; however, staff members, guests, or students will be held personally responsible for any problems caused by their negligence or misuse as deemed by the district's administration.
- Staff members, guests, and students will promptly provide access to any laptop computer and associated equipment they have been assigned upon the district's request.
- Staff members, guests, and students fully understand that laptops and associated equipment are the property of the CEWW BOCES. Therefore, CEWW BOCES reserves the right to inspect laptops at any time they deem appropriate. Staff members, guests, and students understand they have no personal property rights in district provided laptops.

Adopted 3/10/10



## Laptop Policy Acceptance Form

I understand that all laptop computers and associated equipment the district has provided to me are the property of the CEWW BOCES. I agree to all of the terms in the District's Laptop Policy, and the District's Acceptable Use Policy. I will return the equipment to the district in the same condition in which it was provided to me.

CEWW BOCES reserves the right to inspect laptops at any time they deem appropriate. I understand that I have no personal property rights in district provided laptops. I understand that I am personally responsible for any damage to or loss of any laptop computer and associated equipment due to my negligence and/or misuse.

I will not install any additional software or change the configuration of the equipment in any way without prior consultation with Tech Support.

I understand that a violation of the terms and conditions set out in the policy may result in the restriction and/or termination of my use of the district's laptop computers and associated equipment. and may result in further discipline up to and including suspension / termination of employment and/or other legal action.

Signature \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_  
(Signature REQUIRED if loaned to student)

Date \_\_\_\_\_

Home Phone \_\_\_\_\_ Model \_\_\_\_\_ District ID # \_\_\_\_\_

Items Loaned / Condition – *If used or damaged please make additional comments*

Item Loaned Condition \_\_\_\_\_

Computer Yes \_\_\_\_\_ No \_\_\_\_\_ New \_\_\_ Used \_\_\_ Damaged \_\_\_

Power Supply & Cord Yes \_\_\_\_\_ No \_\_\_\_\_ New \_\_\_ Used \_\_\_ Damaged \_\_\_

Video Adapter Yes \_\_\_\_\_ No \_\_\_\_\_ New \_\_\_ Used \_\_\_ Damaged \_\_\_

Surge Protector Yes \_\_\_\_\_ No \_\_\_\_\_ New \_\_\_ Used \_\_\_ Damaged \_\_\_

Laptop Bag Yes \_\_\_\_\_ No \_\_\_\_\_ New \_\_\_ Used \_\_\_ Damaged \_\_\_

Remote Control Yes \_\_\_\_\_ No \_\_\_\_\_ New \_\_\_ Used \_\_\_ Damaged \_\_\_

Comments: (overall condition, scratched, dented, bent, missing keys, missing parts)

Adopted 3/10/10