

**Schuyler Community Schools Laptop Computer Policy for Teachers  
2007-2008**

**Faculty laptops provided by Schuyler Community Schools enable teachers in the district the ability to access school-related materials as needed at any place or time.**

The following regulations apply to all Schuyler Community Schools employees receiving a laptop computer:

- 1) I understand that the laptop computer assigned to me is to be utilized to support all school-related activities. The laptop must accompany me (the assigned teacher or staff member) to school every day that school is in session. The laptop can leave school with me but must return the following school day.
- 2) I understand that I am responsible for the safety and security of the assigned laptop computer at all times. I accept the responsibility if I leave the assigned laptop in a car in which theft or damage from temperature extremes could occur.
- 3) I understand that my assigned laptop computer is the property of Schuyler Community Schools and will be managed by Schuyler Community Schools' Tech Support personnel. My laptop computer is labeled with a property identification tag that will not be removed for any reason. I understand that if I change the user login password I will notify Tech Support personnel immediately of the new password. I will NOT remove or alter any user account.
- 4) I understand that my assigned laptop computer has a predetermined list of software installed on its hard drive. No addition or deletion of ANY software or hardware is allowed on this laptop by ANYONE except Tech Support personnel with the exception of automatic updates. I understand that my assigned laptop computer will need periodic upgrades and/or repairs that will be performed by Tech Support personnel. I will not allow my laptop to be used by an unknown or unauthorized person. I understand that all contents of my assigned laptop computer may be accessed at any time as deemed necessary by Tech Support personnel or the SCS Administration.
- 5) I am permitted to use this laptop on a wireless network outside of Schuyler Community Schools as long as it does not require me to install any additional firewall software or change any of my Schuyler Community Schools' network configurations.
- 6) If software/hardware problems arise, the laptop computer may need to be restored to its original settings. I understand that all work files may be lost during the restore process. Therefore, I will maintain backups of all files to an external device such as a USB drive, CD, or server file. All files housed on my assigned laptop computer and on the school server are the property of Schuyler Community Schools and may be accessed by Tech Support personnel or SCS Administration at any time.
- 7) I understand that I may be responsible for any costs that can be attributed to negligence, intentional misuse, or the loss of the laptop/computer and/or all peripheral items.
- 8) I have also read and agreed to the Schuyler Community Schools' Acceptable Use Policy. I understand that I am responsible for following the Schuyler Community Schools' Acceptable Use Policy at all times while using this laptop computer as well as any other computer in the district.
- 9) I understand that upon my resignation from the district, my assigned laptop computer will be returned to SCS Tech Support personnel in working order, and all files will be removed prior to reassignment in the district.
- 10) Any questions, concerns or interpretations of this policy not covered in this statement will be resolved at the discretion of Schuyler Community Schools' Administration and Tech Support.