

STAFF USE OF COMPUTERS**Transferring**

In order to maintain the computer replacement schedule, all computers stay with the building at which they were purchased. When staff members transfer buildings their data is moved to a computer at the building to which they are transferring and their existing computer stays at their original/previous building. The Technology Department reserves the right to alter this process to make the best use of district resources.

Long-Term Leave: Substitute Access to Computers

Computers are intended to be used to support instruction and learning and to be located closest to the students. Teachers on long-term leave must leave the teacher computer in the classroom for use by the substitute. The substitute in the classroom should obtain access to a computer by using inventory at the school. Longer term access is primarily accommodated through the use of a computer issued to the primary teacher. Teachers going on long-term leave may request permission to keep the computer issued to them and have a loaner computer for their substitute. Approval is based on availability, leave terms, and use rationale. The approval form is available on the Technology website.

Summer

Staff who have been issued a laptop are responsible for the laptop throughout the year, including summer. In some cases, a teacher will be required to leave the teacher computer at the school over the summer months for use by a non-district summer school teacher. Staff members who do not wish to possess the laptop during summer months should arrange with their building administrative for safe storage.

Damage and Theft

Staff members who are negligent in their use/care of computers will be held responsible for repairs and/or replacement.