



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Employee District Issued Technology Equipment Policy

2011-2012

South San Antonio Independent School District employees are expected to follow this policy when using the District-issued technology including but not limited to desktops, laptops, printers, projectors, tablets, PDA's, cell phones, etc.; hereinafter referred to as District property.

The South San Antonio Independent School District employees are allowed to use this District property inside and outside the school in order to enhance, enrich, and facilitate teaching and administrative duties as well as school communications. This District property is to be used as a productivity tool for school-related business, curriculum enhancement, research, and communications. Employees may use this District property for limited personal purposes. All use is subject to this policy and the Electronic Communication and Data Management Acceptable Use Policy. Employees shall exercise appropriate professional judgment and common sense when using District property.

All District property is provided to employees for a period of time during employment, as deemed appropriate by the school's administration. As a condition of its use, employees must comply with and agree to all of the following:

Prior to being issued one of the above-mentioned District properties, all employees will sign the Employee District-Issued Computer Equipment Policy Form and agree to all outlined policies and procedures. A signed Electronic Communication and Data Management Acceptable Use Policy must be on file for the current school year.

- Employees should NOT attempt to install software or hardware or change the system configuration including network settings without prior consultation with the Technology Department.
- Employees are expected to protect District property from damage and theft.
 - Do not leave District property in an unlocked vehicle, even if the vehicle is in your driveway or garage. Never leave it in plain sight - the best place is in a locked trunk. If you do not have a trunk, cover it and lock the doors.
 - Be aware of the damage extreme temperature can cause to electronics.
 - Lock the District property in your office or classroom during off-hours, or in a locked cabinet or desk whenever possible.
- Employees **will not** be held responsible for computer problems resulting from regular school-related use; however, employees **will** be held personally responsible for any problems caused by their negligence. Each staff member is monetarily responsible for any hardware and/or software damage that occurs off school premises (including labor costs); as well as loss or theft. If a loss or theft does occur, immediately notify your supervisor and the Technology Department. In the event of a theft, a police report will need to be filed, with a copy to the Technology Department.
- Employees will provide access to any District property, and/or accessories they have been assigned upon the District's request.
- The use of a wireless broadband mobile internet connection, modem, etc. is prohibited while within the district. District property must be connected to the District wired or wireless network to access the Internet through the District's firewall and filter.
- If you have important data stored on the District property, such as financial data, grades, tests or exams, etc. – it is recommended to back it up on your network folder as a safety precaution against hard drive failure.
- Employees will NOT attempt to move technology equipment within the campus or department or from campus to campus or department to department (computers, printers, projectors, copy machines, etc) without prior consultation with the Technology Department.

Although issued to an individual employee, all technology devices are considered the personal property of the primary organizational unit (campus or department) to which the receiving employee belongs and shall be returned upon termination of employment with the School District, after reassignment of job duties or immediately upon request at any time by an official of the School District.



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I understand that all technology; computers, laptops, netbooks, tablets, PDAs, cell phones, mobile devices, etc., or accessories the district has provided me are the property of the South San Antonio Independent School District. I agree to all terms in this Employee District Issued Technology Equipment Policy, the Electronic Communication and Data Management Acceptable Use Policy, and the District Technology Policies.

I understand that I am personally responsible for any damage to or loss of the listed district property or related equipment and accessories. In case of damage or loss, I will replace or pay the full cost of replacement of the damaged or lost equipment with equipment of equal value and functionality subject to the approval of the Technology Department.

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

I understand that a violation of the terms and conditions set out in the policy will result in the restriction and/or termination of my use of any or all of the district property or accessories and may result in further disciplinary or legal action.

I will return the equipment to the district in the same condition in which it was provided to me.

Equipment Issued	Loaned Yes/No	Condition New/Used	Model or Make	Serial Number	Asset Tag #
Laptop					
Mini Laptop					
Computer					
Netbook					
Tablet					
Monitor					
PDA					
Cell Phone					
Projector					
Clickers (SRS)					
Wireless Slate					
Interactive White Board					
Surge Protector					
Cables (Electrical, VGA, etc)					
Other (list)					

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

Employee Name: _____

Employee Signature _____

Personal Phone: _____ Room: _____

Campus/Department: _____

Principal/Supervisor/Director Signature: _____

Date Issued

Date Returned

Last Name _____ First Name _____ School/Department _____