

SECTION: OPERATIONS

TITLE: USE OF MOBILE TECHNOLOGY

ADOPTED: May 19, 2003

REVISED:

# Lebanon School District

## 815C. USE OF MOBILE TECHNOLOGY

The Lebanon School District is committed to the use of technology in supporting both the instructional program and district business operations. The Lebanon School District is also committed to protecting students, employees, and stakeholders from illegal, inappropriate, and damaging technology use by individuals, either knowingly or unknowingly. It is the purpose of this agreement to define the appropriate use of Lebanon School District Mobile Technology Devices. Mobile Technology Devices are defined as: laptop computers, portable digital assistants (PDAs), wireless access points, wireless devices, digital cameras, video cameras, video projectors and other mobile electronics that may be carried on a person.

Mobile Technology Devices are to be used for school-related business as a productivity tool, curriculum enhancement tool, and for research and property of the Lebanon School District. Upon termination of employment or leave-of-absence, employees must set up an appointment to return Mobile Technology Devices to the Technology Department. Mobile Technology Devices must be returned before the employee's final paycheck will be released.

Employees who are issued Mobile Technology Devices will abide by the following terms:

1. Employees are expected to use Mobile Technology Devices responsibly. Coverage for all lost/damaged mobile technology devices is provided through the district insurance policy. However, evidence of damage caused by gross negligence will result in financial charges being assessed to the assigned user, up to and including the replacement cost of the mobile technology device.

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815C. USE OF MOBILE TECHNOLOGY

2. Employees are not permitted to install software or make configuration changes to Mobile Technology Devices. All licensed software installs and configuration changes will be completed by district technology staff, under the direction of technology staff, or by other authorized persons.
3. The Internet Access, E-Mail and Network Resources Acceptable Use Policy applies to Mobile Technology Devices and accessories both on and off school property. Employees are required to have a signed AUP before Mobile Technology Devices are issued.
4. Dialup Internet Access for personal Internet Service Providers (AOL, PaOnline, NBN, etc.) is not supported by Lebanon technology staff. Problem resolution and troubleshooting resulting from personal Internet Service Providers will be at the discretion of Computer Services.
5. Employee assumes responsibility for the safety, security, and confidentiality of content (files) on Mobile Technology Devices. The Employee to whom the Mobile Technology Device is assigned shall be the sole user of the Mobile Technology Device.
6. The Lebanon School District reserves the right to audit, examine, monitor, or recall Mobile Technology Devices.
7. All repairs to Mobile Technology Devices will be facilitated by the Lebanon School District technology staff. No outside vendors or other individuals are authorized to make repairs to District Mobile Technology Devices. All users will make their laptops available for periodic maintenance and system upgrades according to a schedule provided by the Technology Department.
8. Employees will sign a Mobile Technology Agreement in order to receive their laptop.
9. Employees are required to have the laptop with them on all student, staff and inservice days. Employees are encouraged to take the laptops home. When unattended, laptops shall be stored in a secure locked location in the classroom and the classroom shall be locked at these times.

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815C. USE OF MOBILE TECHNOLOGY

10. Employees who do not take their laptops home during the summer vacation must return them to the Technology Department on the last school day of the year.

11. Employees are required to attend a district training session prior to receiving Mobile Technology Devices

Consequences for Inappropriate Use

Failure to follow the procedures and prohibitions listed above may result in the loss of the right to Mobile Technology Devices, loss of access to network resources, and appropriate disciplinary action up to and including termination of employment. Illegal use of the Mobile Technology Device, such as intentional deletion or damage to files or data belonging to others, copyright violations or theft of services may be reported to the appropriate legal authorities for possible prosecution.

General Guidelines for the Care and Safety of Mobile Technology Devices

Back up data. Important files on Mobile Technology Devices should be backed up to network folder as a safety precaution against device failure.

Extreme temperatures or sudden changes in temperature may permanently damage Mobile Technology Devices. Do not expose Mobile Technology Devices to extreme temperatures.

Touch pads and other input devices on Mobile Technology Devices should remain clean or they may not function properly. Spilled food or drink may ruin Mobile Technology Devices.

Leaving Mobile Technology Devices unattended in meetings or conferences and/or in unlocked vehicles invites theft. Keep Mobile Technology Device in home overnight, not in car.

When using a laptop, keep it on a flat, solid surface. This will permit the proper flow of air in and around the device and prevent overheating. Using a laptop on a rug or a bed, for example, can cause it to become damaged by overheating.

Do not leave an unattended meeting or conference room without your Mobile Technology Device. Take it with you. Be alert and aware of your surroundings.

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**LEBANON SCHOOL DISTRICT**

**Mobile Technology Agreement**

I agree to abide by the Lebanon School District's Mobile Technology Device Agreement. I understand that the use of Mobile Technology Devices is a privilege and not a right. I agree that I have no expectation of privacy and no right to privacy when I use Lebanon School District Mobile Technology Devices. I understand that my use of district Mobile Technology is subject to monitoring and review, and I consent to the monitoring and review of all aspects of my use of Lebanon School District's Mobile Technology. I understand that any conduct that is in conflict with these responsibilities is inappropriate and may result in termination of my access to Mobile Technology Devices, termination of access to the Internet and Email, and disciplinary action and/or legal action.

I understand that the Lebanon School District makes no assurances of any kind, whether expressed or implied, regarding the reliability of any Mobile Technology Devices. I further understand that the use of any information obtained via Mobile Technology Devices is at my own risk; that the Lebanon School District specifically disclaims responsibility for the accuracy, reliability, and quality of such information; and that Lebanon School District is not responsible for any damage or loss which I suffer.

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Signature: \_\_\_\_\_

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