

POLICY

2017 8260
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Instruction

SUBJECT: COMPUTER ACQUISITION AND UTILIZATION

The Board of Education is committed to establishing a computer education program and maintaining the appropriate use of computers within the School District. Computers will be used primarily for assisting students to develop computer literacy and for providing computer-assisted instruction to improve performance.

Staff development and in-service training shall be provided to promote sufficient and effective use of computers as well as maximum instructional benefits.

Equipment purchased by or donated to the School District is the property of the District. All equipment will be properly insured, maintained and inventoried.

During school hours computers will be used primarily for instructional purposes; after hours, administrators and teachers may use the computers for District related business. When not used for school purposes, community organizations may use the computers within guidelines established by the administration.

The Board of Education permits the use of district-owned computer and electronic equipment (e.g. laptop computers, cell phones, audio-visual equipment, etc.) by Board members, officers, and employees of the District when such equipment is needed for District related purposes.

The Superintendent of Schools shall establish regulations governing the loan and use of such equipment. Such regulations must address:

- 1) Who may properly authorize the use of such equipment
- 2) The lack of authority of the borrower to use such equipment for private, non-district related purposes
- 3) The responsibilities of the borrower for proper use, care and maintenance
- 4) The fact the individuals borrowing District-owned equipment should have no expectation of privacy with respect to electronic data (including documents, email, electronic files of all formats, etc.) stored or transferred to or from this equipment. Moreover, the District reserves the right to access all such data for security and maintenance purposes as well as to enforce this and any other applicable District policies.

(Continued)

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- 5) That, regardless of condition or other factors, all loaned equipment must be returned to the District. No item may be sold to or purchased by the borrower unless such equipment has been returned to the District for evaluation and, if necessary, disposal in accordance with District policy/procedures and applicable New York State law.

All equipment shall be inventoried and a list shall be maintained of the date such equipment was loaned, to whom it was loaned, and the date of expected and actual return.

Individuals borrowing District-owned equipment shall be fully liable for any damage to or loss of the equipment during the borrower's use of it, and shall be responsible for its safe return.

Adopted: 12/8/2014
Revised: 5/22/17