

## ACS Faculty Laptop Computer Guidelines

These Faculty Laptop Computer Guidelines are a supplement to the Ashe County School System's Technology-related policies. These policies apply to the use of all laptop computers on and off campus. All users are expected to comply with these policies.

The Ashe County School System provides employees with technology resources to support the Ashe County School System's educational, organizational, and communication objectives. Like any other educational resources, employees are expected to exercise sound judgment when using technology resources in their professional roles. Faculty members may use the assigned laptops for limited personal purposes subject to Policy 10300: Unless otherwise prohibited, personal incidental use of Ashe County School System technology resources is permitted if such use is consistent with these policies, is reasonably limited, and does not interfere or threaten to interfere with Ashe County School System's operations or with the performance of an employee's duties.

All laptops and related equipment and accessories are the Ashe County School System's property, assigned to a specific school, and are provided to the faculty members for a period of time as deemed appropriate by the school's administration. As a condition of their use, faculty members must comply with all the following:

- Faculty members should not install software or hardware without authorization from the technical team. (Request must be made through Instructional Technology Usage— Request for Authorization form.) Only the technical team will make changes to the system configuration including network settings.
- Faculty members are expected to protect school laptops from damage and theft.
- Faculty members are not held responsible for computer problems resulting from regular school-related use; however, faculty members are responsible for any problems caused by negligence.
- Faculty members will provide administration and/or the technical team access to any laptop computer, equipment, and/or accessories they are assigned upon request.
- Faculty members must understand that the laptop may not work with their home or other networks due to the security settings necessary when used on the Ashe County School System's network. (We will not have the capacity to troubleshoot home networking issues.)
- Faculty members should back up all important data as a safety precaution against hard drive failure or loss.
- Do not place drinks or food in close proximity to your laptop.
- Extreme temperatures or sudden changes in temperature can damage a laptop. You should NOT leave a laptop in an unattended vehicle.
- When using the laptop, keep it on a flat, solid surface so that air can circulate through it. For example, using the laptop while it is directly on a bed can cause damage due to overheating.
- Use a surge protector whenever the laptop is plugged in for use or is charging.
- Many internet web sites will download malicious malware, spyware, and viruses that can slow computer functionality and potentially render the computer inoperable. This is especially true of sites offering "free" software, gaming, and music downloads. Sticking to educational-based sites will reduce the chances of infection.

## **How to Avoid Laptop Computer Theft**

Due to the size and portability, laptop computers are especially vulnerable to theft. Faculty members should follow the rules set out below. A faculty member is responsible for any of the System's laptop computers, equipment, and/or accessories during the time they are assigned to that faculty member. Below are some tips on how to protect your laptop:

- Do not leave a laptop in an unlocked vehicle. If you must leave your laptop in a vehicle, cover it, and lock the doors.
- Be aware of the damage extreme temperature can cause to computers.
- Do not leave your laptop unsecured when you leave a room. Take it with you; lock it in a secure room, cabinet, or desk when possible.
- Never check a laptop as luggage at the airport.

I will check out the assigned laptop for summer use and will comply with the guidelines and policies set forth by Ashe County Schools. It is my responsibility to return the laptop to ACS in the same condition as it was issued.