Westfield Public Schools (WPS)
Policy on Faculty/Staff Laptop Computers

I. Overview
Westfield Public Schools seeks to provide an appropriate office desktop computer system for each fulltime faculty and staff member, within budgetary constraints. This policy generally addresses the election by some faculty and staff members to have a laptop computer instead of a desktop computer.

II. Use
Laptop use is intended to support teaching & learning as a productivity tool, curriculum tool, and for research and communication. It is not intended as a replacement for any computers that may be owned personally. Use of the laptop for personal purposes should be within the standards of good judgment and common sense, in compliance with the rules and conditions of the Westfield Public Schools' Acceptable Use Policy (AUP). The District reserves the right to collect laptops through their life cycle for service, maintenance and/or lack of use.

III. Eligibility
Laptops will be authorized based upon job responsibilities, demonstrated need, and school/department approvals. All decisions of administration are final.

Criteria for Selection
• Faculty and staff who travel frequently (on and off campus) as part of their job
• Faculty who heavily use computers in the teaching of their classes

IV. Ownership and Care
Ownership of the laptop computer will reside with the Westfield Public Schools. The laptop (including case and packaged items) must be returned to the appropriate building representative upon termination of employment at their assigned school. Such designated person will provide appropriate information to the Facilitator of Educational Technology. Shared school laptops may be a cost effective way to meet mobility needs. Multiple computers per faculty or staff member will not, in general, be approved. Laptop computers are currently maintained by a three-year manufacturer's warranty and must remain in the same condition as purchased. Placing stickers, writing on, engraving or otherwise defacing/marking the laptop or case is prohibited.

V. Responsibility
The assigned faculty/staff member assumes the responsibility of security and care of the laptop. Appropriate precautions must be taken to prevent damage to or loss/theft of the computers in their care. Laptops should always be used under the employee's supervision. The assigned employee assumes the responsibility for the actions of others while using the laptop. Laptops should not be left in an unsecured location. When not in use or left unattended on campus, all laptops should be stored in a locked cabinet or secured to an immobile object with the security cable that has been provided. The faculty/staff members will be responsible for certain costs to repair or replace the computer if the damage or loss is **due to negligence or intentional misconduct**.

VI. Theft or Loss
Laptops that are lost, stolen or damaged will result in financial loss to the District. If the laptop is lost, stolen or damaged while on or off campus, the incident MUST be reported to the building Principal immediately in writing on the designated form. For theft or loss off-campus, it should also be reported to local police as well. The police report should include the serial number for the lost computer. A copy of the police report must be provided to the building principal immediately. Copies of both the police and building report must be sent to the WPS Technology Facilitator within 48 hours of the discovery of the loss. Failure to secure and submit a police report may result in personal liability for replacement cost.

VII. Upgrades and Troubleshooting
Should a laptop require hardware upgrade (e.g., memory, peripheral, or hard disk), software installation, or have problems that cannot be resolved by your school Technology Support Teacher

(TST), the laptop will need to be taken off-campus for service. In this event, District laptops may be available to borrow on a temporary basis. Upon request, laptops will be loaned out on a first come, first served basis. Technology support of District owned laptops is equivalent to that provided for desktop computers. Direct support will be provided while laptops are on campus. For support or repair contact your school Technology Support Teacher (TST).

VIII.   Software Licensing
Laptops will be configured with a standard suite of District owned software. Additional school/district authorized software and educational/professional software may be installed on this computer, by a designated tech staff member assuming appropriate, legal licensing is obtained & kept on record at the school. District standard software may not be duplicated, transferred or downloaded to any other system or media. Software for personal use, such as games, entertainment software or personal finance software may not be loaded on a District laptop computer. WPS is not responsible for any service interruptions, loss of data or any other consequences thereof from the result of downloading or installing software. Any data corruption or configuration errors caused by the installation of unauthorized software may require a complete re-imaging of the laptop. Any unauthorized use of software may result in the loss of laptop privileges.

IX.   Confidential Information
The assigned faculty/staff member must follow all security rules to preserve the confidentiality and security of identifiable student information on the laptop.

X.   Off-Campus Internet Access
District laptops may be used to connect to the Internet from locations off-campus, such as through an Internet service provider (ISP) at your home. Laptops will typically be configured to access the Internet, off-campus, through a wireless Ethernet connection. The District will neither provide Internet access to you from off-campus nor configure your laptop to work with your ISP. Although support tips or advice about best practices for off-campus use may be given, it will be up to each user and their ISP to make remote connections work.

XI.   Backup
The faculty/staff member assumes the responsibility of maintaining an appropriate backup of the assigned laptop. To guard against data loss, work-related documents and data files that are created off-campus must be saved to the central data storage area (i.e., the school server) upon return to campus. It is prudent to establish this back-up process. WPS is not responsible for any loss of data due to laptop equipment failure or the reinstallation of the computer's operating system. School servers cannot be used to backup personal documents, photos or data files.

XII.   Virus, Hacking, and Security Protection
To ensure that virus protection and other security patches are current, laptops must be connected to the District's network on a regular basis and users must take responsibility for ensuring that security updates take place on laptops in their care.

XIII.   Laptop Return
Ownership of the laptop computer will reside with the Westfield Public Schools. The laptop (including case and packaged items) and a completed Laptop Return Form must be returned to the appropriate building representative, who will then provide to the Facilitator of Educational Technology upon termination of employment at their assigned school.

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