

Bethany School Laptop/iPad Policy for Teachers and Staff

Laptops and iPads provided by Bethany School enable teachers and employees to access school-related materials as needed at any place or time.

The following regulations apply to all Bethany School employees receiving a laptop and/or iPad:

1. I understand that the laptop/iPad assigned to me is to be utilized to support all school related activities. The laptop must accompany me (the assigned teacher or staff member) to school every day that school is in session. The laptop can leave school with me but must return the following school day.
2. I understand that I am responsible for the safety and security of the assigned laptop/iPad at all times. I accept responsibility if damage or theft occurs, I therefore will be responsible for this equipment and take precautions to keep it in good condition: using a protective case when leaving a building, closing the lid on laptops and using two hands when moving it anywhere, avoiding eating and drinking near the computer, locking the equipment securely, avoiding extreme temperature changes such as in a car, and not allowing others to utilize the equipment.
3. I understand that I am responsible for any costs attributed to negligence, intentional misuse, or the loss of the laptop/iPad and/or all peripheral items.
4. I understand that my assigned laptop/iPad is the property of Bethany School and will be managed by Bethany School Tech Support personnel. The property ID (name tag) will not be removed for any reason. I understand that if I change the user login password I will notify the Technology Department immediately of the new password. I will NOT remove or alter any user account.
5. I understand that all contents of this equipment may be accessed at any time as deemed necessary by the Tech Support personnel or Bethany Administration.
6. I understand that if I require software installed on the equipment, I will discuss this with Tech Support.
7. If software/hardware problems arise, the laptop/iPad may need to be restored to its original settings. I understand that all work files may be lost during the restore process. Therefore, I will maintain backups of all files to an external device such as a USB drive or external hard drive. All files housed on this equipment are the property of Bethany School and may be accessed by Tech Support personnel or Administration at any time.
8. I have read and agreed to the Bethany School Acceptable Use Policy. I understand that I am responsible for following this policy at all times while using this equipment or any other computing equipment at the school.
9. I understand that upon my resignation from Bethany School, my assigned laptop/iPad will be returned to Bethany Tech Support in working order, and all files will be removed prior to reassignment in the school.

Any questions, concerns or interpretations of this policy not covered in this statement will be resolved at the discretion of Bethany School Administration and Tech Support.

Faculty/Staff signature:

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Name _____

User name _____

Laptop serial number _____

iPad serial number (if applicable) _____

Equipment checklist:

laptop

laptop bag

laptop charger cord

iPad

iPad cover

iPad charger cord

DVD drive

Equipment Checked by: