

## MENOMINEE INDIAN SCHOOL DISTRICT

683.1

### TECHNOLOGY EQUIPMENT MANAGEMENT

#### **Purpose**

This policy outlines the handling, responsibilities, and scope of the Information Technology (IT) resources and equipment of Menominee Indian School District. This policy acts as an extension of the Acceptable User Policy Agreement form.

#### **Authority**

This policy has full support from MISD Administration and School Board. The IT Director administers the policy, which is currently effective for all MISD employees and computer systems.

#### **Assets Covered By This Policy**

Hardware devices and software programs purchased and provided to the employee by the organization are to be used only for creating, researching, and processing district-related e-mail, documents, presentations, and Internet materials. Hardware devices and software programs are to be used ethically, lawfully, and appropriately at all times.

The use of the following hardware devices are covered within this policy:

- Desktop computers, monitors, and laptop computers
- Tablet Computers (iPads)
- Printers
- Hand Held Radios
- Audio and video equipment, including scanners
- Graphing Calculators

#### **Violations**

Misuse or abuse of District property could result in disciplinary action leading up to and including termination. Depending upon the nature and severity of the violation, criminal penalties could apply, as well. Should questions ever arise as to the proper and appropriate use of district-provided hardware and software, do not hesitate to contact the IT or human resources department for further clarification.

### **Asset Administration**

No alterations or modifications should be made to hardware purchased by the District and provided to the employee, unless approved by the IT department. The organization retains ownership of all hardware provided to the employee. The employee should ensure the hardware devices provided by the organization are protected from theft and physical damage using reasonable precautions. For example, laptop computers, iPads, and radios should never be left unattended while traveling or in an unlocked vehicle.

### **Restitution**

Should an employee fail to return district-provided equipment upon termination or the request of the IT department, the employee shall pay the district the current market value as determined by the district. This amount shall be garnished from any remaining paychecks, reimbursement and expense checks, bonus payments, or other legal means necessary.

LEGAL REF.: 120.12(1)Wis. Stats.

CROSS REF.: 363, Acceptable Use and Internet Safety  
363-Exhibit(2), Staff and Guest Acceptable Use Agreement for Technology  
522.4, Wireless Communication Usage and Reimbursement  
683, Inventories  
690, School Properties Disposal  
742, Rental of School-Owned Equipment  
771, Copyright

APPROVED: November 4, 2013