WENATCHEE SCHOOL DISTRICT TECHNOLOGY EQUIPMENT SUMMER CHECKOUT POLICY/FORM
TEC-F003

1.0 SCOPE: To outline policy and conditions regarding technology related equipment use for summer checkout by staff within the Wenatchee School District.

2.0 Conditions for checkout:

2.1 Desktop computers are expected to remain in the building with no exceptions. They do not travel well, are much more prone to being dropped during transportation, and accidents to keyboards/mice are much more common.

2.2 Laptops are meant to be portable, but are very expensive to repair and theft is always an issue. With summer checkout procedures, the staff member will be accountable to incur the cost should a computer or any technical gear (iPod, iPod Touch, iPad, Flip Camera, etc) fail to return with the staff member to the district in the fall, and if the item is lost to theft or negligence, the staff member would incur the sole cost of replacement/repair. This summer checkout should include any technology equipment released over the summer, and this should only be limited to laptop computers or mobile devices.

2.3 There is no reason a digital projector, or document camera should be released over the summer and will remain within the building.

2.4 As always, any equipment released should have the serial number recorded and placed safely away for fall recovery. If a staff member wishes to use our equipment within the district or building through the summer and has access to their building, they are free to use the equipment for professional growth remembering that support is limited or even non-available.

2.5 No TSS_I (Technical Support Specialist/I) support is available during summer use. There should be no contacting of a TSS_I for support unless approved by the building administrator and coordinated for duties to be paid via a district timesheet at building expense.

2.6 During the summer, district networks are to be used for staff professional development, both formal and informal. Blocked web sites will not be opened for personal web browsing. Content filters record all web access and staff members are responsible for any access while in the building with family.

2.7 Hardware repairs required during summer use are placed as space available and will be charged back to the building unless the damage is abuse related. The Operational Technology department will make no software repairs/reinstallation during summer use and building equipment requiring such action will wait until the equipment is returned back to the building at the beginning of school for.

2.8 Equipment will be inspected for serviceability and condition by the building TSS prior to leaving the building for summer. Equipment will be checked back in through the same process for condition verification.

3.0 Acceptable Use:

3.1 Non-district software (games, business, personal banking) will not be installed on district owned computers, either at home or within the district.

3.2 District technology cannot be used for personal business endeavors.

3.3 Illegal use, or use that would go against district acceptable use policies will not be used with any district technology.

3.4 All activity with a district asset is bound by the current Wenatchee School District AUP (Acceptable Use Policy).

4.0 Agreement:

    4.1 I agree to the conditions outlined in this form, understanding that I can be held liable for reimbursement of costs due to theft/loss/damage while in my possession of Wenatchee School District technology equipment.

CHECK-OUT VERIFICATION:

Administrator/Staff equipment assigned to_____

Equipment_____ Serial Number_____

Condition: Good_____ Fair_____ Poor_____

Notes_____

_____

_____

Staff Member_____ (print and sign) Date_____

Supervisor/TSS_____ (print and sign) Date_____

CHECK-IN VERIFICATION:

Administrator/Staff equipment assigned to_____

Equipment_____ Serial Number_____

Condition: Good_____ Fair_____ Poor_____

Notes_____

_____

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Staff Member_____ (print and sign) Date_____
Supervisor/TSS _____ (print and sign) Date_____