



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

ACCEPTABLE USE OF INFORMATION AND COMMUNICATION TECHNOLOGY RESOURCES EMPLOYEE LAPTOPS

Maintenance:

The borrower is liable for damages caused by:

- Unreasonable use, abuse, neglect and alterations.
- Improper service, improper installation and improper connections with peripherals.

Security:

Users are responsible for taking proper care of loaned laptop units. In order to avoid damage, loss or theft, please follow these guidelines. Examples are;

- Airports: Never leave the laptop unattended; do not check the laptop as baggage.
- Cars: Keep the car locked and laptop out of view. Avoid storage of the laptop in a car during very hot, very cold weather or overnight

If the laptop is lost or stolen, a Report of Missing/Damaged Digital Device form must be completed and submitted within 24 hours of the incident to the Information Technology Department and to the immediate supervisor

If the laptop is lost, damaged or stolen, the employee responsible for that laptop will have to describe to their principal or supervisor the circumstances surrounding the loss, damage or theft.

Data on Equipment:

The Information Technology Department will reset all equipment before the transfer of ownership or end of lease returns occur and therefore all content will be erased and no longer be available. Users are responsible for performing their own data backups and are encouraged to save to Office 365 One Drive or Google drives. The Information Technology Department will not transfer any files or data to new equipment.

Modifying the Standard Configuration:

The laptop has been designed to provide consistent service, adequate user support and to ensure network compatibility. Staff is not to install any computer hardware or additional software on the laptop. Staff must request through the Information Technology Department any additional software installations.

Unauthorized copying or installation of unlicensed software is a violation Board Policy and Procedural Guidelines. It is also illegal.

Equipment Transfer for Adds, Moves and Change of employee positions:

All Board owned equipment will be transferred to the replacement employee if on a leave for more than 30 consecutive calendar days. All equipment will need to be transferred to the replacement staff member by the school Principal, Immediate Supervisor or The Information Technology Department and always reported to the Information Technology Department for inventory control. The employees name recorded in inventory is responsible for their equipment until ownership is transferred. The employee must remove all data from the device before turning it in.