

~~LAPTOP COMPUTER~~  
**TECHNOLOGY/ELECTRONIC DEVICE POLICY**

The Louisa-Muscatine Community School District ~~has issues laptop computers~~ **technology devices** for to its faculty members to use inside and outside of school in order to enhance, enrich, and facilitate teaching and administrative duties as well as school communications. All ~~laptop computers~~ **technology devices** and related equipment are school district property. The use of the District's ~~laptop computers~~ **technology devices** and related equipment shall be subject to all of the terms and conditions set out in the District's policy on appropriate use of computers, computer network systems, and the internet.

Prior to using the District's ~~laptop computers~~ **technology devices** and related equipment, faculty members will sign a ~~laptop computers~~ **Technology Devices** Acceptance Form and agree to all outlined policies before being issued a ~~laptop computers~~ **technology devices**. Faculty members shall not attempt to install software or hardware or change the system configuration, including any network settings, on any District ~~laptop computers~~ **technology devices** without prior consultation with the District's administration. Faculty members shall not attempt to change or modify in any way any related equipment that they are issued with the District's ~~laptop computers~~ **technology devices**.

Faculty members shall protect District ~~laptop computers~~ **technology devices** and related equipment from damage and theft. Each faculty member shall be responsible for any damage to the ~~laptop computers~~ **technology devices** and related equipment they have been issued from the time it is issued to them until the time it is turned back in to the District, including damage to the computer, related equipment or the computer's hardware and/or software (including labor costs), unless damage reflects normal wear and tear determined by the district. **When a device is damaged, an Incident Report must be filed with the Technology Supervisor. A determination of who will be held responsible for the repair/replacement of the device will be made by the Superintendent.** Faculty members who choose to store school data, such as grades; tests or exams, on District ~~laptop computers~~ **technology devices** are required to back up this data on the District's network as a safety precaution against data loss.

~~laptop computers~~ **Technology Devices** Acceptance Form

I understand that the ~~laptop computers~~ **technology devices** and related equipment I am being issued is the property of the Louisa-Muscatine Community School District. I agree to all of the terms and conditions in the Louisa-Muscatine Community School District **Technology/Electronic Devices** Policy and the Louisa-Muscatine Community School District policy on appropriate use of **technology including** computers, computer network systems, and the internet. I will return the ~~laptop computers~~ **technology devices** and any related equipment I am issued in the same condition in which I receive it.

I understand that I am responsible for any damage or loss of any component of the ~~laptop computers~~ **technology devices** and/or related equipment I am issued unless damage reflects normal wear and tear as determined by the district. In case of damage or loss, I agree that I will replace any damaged or lost component and/or equipment with components and/or equipment of equal value and functionality as approved by the District's administration.

Name \_\_\_\_\_ Date \_\_\_\_\_

Computer Serial # \_\_\_\_\_

Computer/Equipment Description and Serial # \_\_\_\_\_

Approved 06/19/06  
Approved: 09/21/09

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