

### **Staff Use of Computers**

#### **Transferring**

In order to maintain the computer replacement schedule, all computers stay with the building at which they were purchased. When staff members transfer buildings their data is moved to a computer at the building to which they are transferring and their existing computer stays at their original/previous building. The Technology Department reserves the right to alter this process to make the best use of district resources.

#### **Long-Term Leave: Substitute Access to Computers**

Computers are intended to be used to support instruction and learning and to be located closest to the students. Teachers on long-term leave must leave the teacher computer in the classroom for use by the substitute. The substitute in the classroom should obtain access to a computer by using inventory at the school. Longer term access is primarily accommodated through the use of a computer issued to the primary teacher. Teachers going on long-term leave may request permission to keep the computer issued to them and have a loaner computer for their substitute. Approval is based on availability, leave terms, and use rationale. The approval form is available on the Technology website.

#### **Summer**

Staff who have been issued a laptop are responsible for the laptop throughout the year, including summer. In some cases, a teacher will be required to leave the teacher computer at the school over the summer months for use by a non-district summer school teacher. Staff members who do not wish to possess the laptop during summer months should arrange with their building administrative for safe storage.

#### **Damage and Theft**

Staff members who are negligent in their use/care of computers will be held responsible for repairs and/or replacement.