

## **COMPUTER USAGE: LAPTOP COMPUTERS**

### **SECTION I: PURPOSE**

The Jackson Public School District recognizes that its teachers and administrative staff may need to use the district's laptop computers off-site, after hours, to complete a project or further the district's goals. While said usage is allowed, it must comply with the guidelines discussed below.

A teacher or staff member who seeks to use a laptop computer at his or her home must:

- Obtain approval from their principal or immediate supervisor;
- Complete a Jackson Public School District Hand Receipt and Usage Agreement on an annual basis; and
- Comply with all policies and guidelines outlined in the Jackson Public School District Property Accounting Manual.

Staff may only use computers for district purposes. An employee's failure to abide by this rule may prohibit the teacher or administrative staff member from using the computer in the future and subject him or her to disciplinary action.

### **SECTION II: LIABILITY**

Teachers or administrative staff are ultimately responsible for the laptop computer they carry home. If the laptop or other laptop accessories including the laptop charger become lost, stolen, or otherwise damaged while in the staff member's possession, the staff member will be required to reimburse the school district for the replacement value of the computer or computer accessory.

**SOURCE:** Jackson Public School District, Jackson, Mississippi **DATE:**  
August 18, 1997

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December 6, 2016  
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