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, in order to complete a project or further the district’s goals. While said usage is allowed, it must be within strict guidelines.

A teacher or administrative staff who is desirous of using a laptop computer at his or her home must first obtain approval form the Director of the teacher resource Center or his or her principal or supervisor if the computer is located at the school site. An off-site usage agreement which sets forth the purpose and other pertinent information must be completed prior to check-out. Computers will be checked out on an availability basis. Staff must certify that the computers will be used only for district purposes. 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. Should it 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.

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