



Staff Laptop Computer Guidelines

These Staff Laptop Computer Guidelines are a supplement to the Guilford County School District's Acceptable Use Policies EFE/EFE-p and Technology Services Policies, Procedure, and Standards Manual. These policies apply to the use of all laptop computers inside and outside the school premises and staff members are expected to follow all of these policies when using the District's laptop computers.

The District's laptops are to be used as a productivity tool for school-related business, curriculum enhancement, research, and communications. Staff members may use the District's laptops for limited personal purposes subject to this policy, the District's Acceptable Use Policies, and the District's Tech Support Manual. Staff members shall also exercise appropriate professional judgment and common sense when using the District's laptop computers.

All laptops and related equipment and accessories are District property, assigned to a specific site, and are provided to the staff members for a period of time as deemed appropriate by the school's administration. As a condition of their use, staff members must comply with and agree to all of the following:

- Prior to being issued one of the District's laptop computers, staff members will sign the Laptop Acceptance Form and agree to all outlined policies.
- Staff members should NOT attempt to install software or hardware or change the system configuration including network settings without prior consultation with Tech Support.
- Staff members are expected to protect school laptops from damage and theft.
- Staff members will not be held responsible for computer problems resulting from regular school-related use; however, staff members will be held responsible for any problems caused by negligence.
- Staff members will provide Technology Services access to any laptop computer, equipment, and/or accessories they have been assigned upon request.
- Staff members must understand that the laptop may not work with their home or other networks due to the security settings necessary when used on the GCS network. Technology Services does not provide technical support for users when not on Guilford County School's property.

General Laptop Use Rules

- Back up all important data as a safety precaution against hard drive failure or loss. The seconds that it takes to create a backup are well worth the frustration if the computer hard disk fails.
- Do not place drinks or food in close proximity to your laptop.
- Extreme temperatures or sudden changes in temperature can damage a laptop. You should NOT leave a laptop in an unattended vehicle.
- When using the laptop, keep it on a flat, solid surface so that air can circulate through it. For example, using the laptop while it is directly on a bed can cause damage due to overheating.
- Use a surge protector whenever the laptop is plugged in for use or charging.
- Many internet web sites will download malicious malware, spyware, and viruses which can slow computer functionality and potentially render the computer inoperable. This is especially true of sites offering 'free' software, gaming, and music downloads. Sticking to educational based sites will reduce the chances of infection.

How to Avoid Laptop Computer Theft

Due to size and portability, laptop computers are especially vulnerable to theft. Staff members should follow the rules set out below. A staff member will be held responsible for any District laptop computers, equipment, and/or accessories that are stolen during the time they have been assigned to that staff member. Below are some tips on how to protect your laptop from being stolen.

- Do not leave a laptop in an unlocked vehicle. If you must leave your laptop in a vehicle, cover it and lock the doors.
- Be aware of the damage extreme temperature can cause to computers.
- Do not leave your laptop unsecured when you leave a room. Take it with you, lock it in a secure room, cabinet, or desk when possible.
- Never check a laptop as luggage at the airport.

If a theft does occur, please follow your school's procedure for reporting stolen items and notify the Help Desk at 370-8179. Technology Services may not have the funding to replace any stolen equipment.