

LAPTOP COMPUTERS FOR STAFF USE

Background

The District recognizes the value of providing laptop computers for staff use. This equipment enables staff to extend their learning and in turn extend student learning. Laptop computers also provide convenience and flexibility. Laptop computers are an optional resource that staff may sign out when offered the use of this equipment.

Procedures

1. When staff are issued and accept the responsibility for a laptop computer they agree to the following:
 - 1.1. The laptop computer remains the property of the District at all times and only District staff have a right to use them.
 - 1.2. All Staff must return their assigned laptops at the end of June as all devices are reimaged and updated over the summer months. Board office, PVP's and SLP's will be accommodated directly during the summer.
 - 1.3. Staff will take proper care of their assigned laptop computers and accessories and keep them in good working order and condition. If there is an issue with the laptop computer staff are to contact IT personnel immediately.
 - 1.4. All individual laptop users are to take responsibility for backing up all personal data on their laptop computers either onto the school network, a CD-R, USB memory stick or other independent storage device acceptable to IT personnel.
 - 1.5. Staff shall only use the laptop computers:
 - 1.5.1. For educational work-related purposes; and
 - 1.5.2. For the purpose for which the laptop computers were designed and in accordance with applicable law and District Administrative Procedures 140 - Acceptable Use of Information and Communication Technology (ICT) and Technology Services.

Reference: Sections 17, 20, 22, 65, 85 School Act
Freedom of Information and Protection of Privacy Act
School Regulation 265/89
Canadian Charter of Rights and Freedoms
Canadian Criminal Code
Copyright Act
Introduction to British Columbia's Redesigned Curriculum, 2015

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