

BEVERLY HILLS UNIFIED SCHOOL DISTRICT LAPTOP SECURITY AND USE GUIDELINES

- Do not leave laptop computers unattended in an unlocked room at school or while traveling. It takes only seconds for a laptop to go missing.
- If temporarily leaving your laptop on and unattended, log out for your own privacy and safety. Password your grade book and other confidential files.
- Use the security cable, if you must leave your laptop unattended.
- The laptop should not be left in the car or exposed to excessive heat or cold.
- The computer should be turned off and placed in its closed position any time that it is to be moved. Always place the laptop in its carrying case before transporting it.
- Do not expose the computer to any magnetic fields that could damage the contents of the hard disk, including airport x-ray machines.
- To ensure your privacy, remove all stored files from the computer before returning it. The Technology Department is not responsible for any files remaining on the computer once it is returned.
- Be sure to backup your files that are stored locally on your laptop regularly. The Technology Department recommends backing up your files, including your grade books, etc. after each change. This ensures minimal data loss. Most people do not realize the value of backing up their data until that data is lost and/or stolen.
- Use anti-spyware software to check your computer at least weekly to keep malware and spyware off your computer. Be sure to update the anti-spyware software often.
- After an extended absence from campus, always run virus-checking software and critical updates prior to plugging the laptop into the network or checking your email.
- Do not install any software to the laptop without prior written authorization from the Systems Administrator. It could change the system set-up and render the unit unusable. This includes ISP software like AOL, Earthlink, etc.

- When traveling by plane, train, or bus, do not check laptop as luggage or place it in a suitcase for check-through.
- Be careful of the cords. Do not transport the laptop with any cables plugged into the laptop. This causes damage to both the laptop and the cables.
- Be careful when plugging in projectors and other devices not to bend the pins in the plug.
- Clean the screen and other parts of the laptop with a damp soft cloth. Use water only. Do not use tissues or paper towels on the screen.
- Do not allow liquids or crumbs anywhere near the laptop. Do not eat or drink over the keyboard.
- If the laptop is lost or stolen you are responsible for the financial replacement of the equipment.
- You may wish to check with your insurance agent about coverage for the laptop while it is off-campus.

BEVERLY HILLS UNIFIED SCHOOL DISTRICT

Technology Check-Out Form

Name: _____

Site: _____

Department: _____

BHUSD Staff members may check-out technology with the understanding that it is their responsibility to ensure the equipment's safety while off campus. The Beverly Hills Unified School District will not be responsible for any damage to or loss of the equipment.

Equipment Type	Make and Model	Serial No.	Prop Tag
Laptop			
Power Supply			
Removable Optical Drive			
Laptop Bag			

I agree to assume full responsibility for the safe return of my Beverly Hills Unified School District issued technology equipment in the same condition as when it was issued to me. I agree to abide by the **BHUSD Laptop Security and Use Guidelines.**

Signature

Date