

# POLICY

2006

5623

1 of 1

NON-INSTRUCTIONAL &  
BUSINESS OPERATIONS

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**SUBJECT: LOAN OF DISTRICT COMPUTERS**

1. All computers and related equipment and accessories are school property and may be provided to staff members for a period of time as deemed appropriate by the school's administration.
2. As a condition of their use, staff members must comply with and agree to all of the following:
  - a. Prior to being issued one of the District's computers, staff members will sign the Computer Acceptance Form and agree to all outlined policies.
  - b. Staff members should not attempt to install software or hardware or change the system configuration, including network settings, without prior consultation with Tech support.
  - c. Staff members are expected to protect school computers from damage and theft.
  - d. Staff members will not be held responsible for computer problems resulting from regular school-related use; however, staff members will be held personally responsible for any problems caused by their negligence as deemed by the District's administration.
  - e. Upon the District's request, staff members will return any computer, equipment, and/or accessories they have been assigned.
3. As a condition of their use, staff members must sign and agree to the terms outlined on the District's Computer Policy Acceptance form.

Adopted: 2/13/06