



Mobile Computer Use Guidelines for Employees

Mobile computers (including laptops, handhelds, and tablet computers) may be provided to Bethlehem Area School District employees for professional use both on and off the school grounds in order to enhance, enrich, and facilitate teaching and learning, to perform job-related tasks, and to enhance school communications. Mobile computers are to be used for professional duties, including but not limited to curriculum enhancement, research, district communications and other educational purposes.

The following guidelines are provided to help manage the use of this equipment. These guidelines apply to mobile computers leased or owned by Bethlehem Area School District.

1. Mobile computers are for professional use by school district personnel only and remain the legal property of Bethlehem Area School District. Mobile computers assigned to staff members may not be lent to friends or family members for any reason.
2. The mobile computer and any accessories (e.g., power cord, video adapter, carrying case) must be returned to the district if the staff member's employment with the district comes to an end, or if the staff member takes an approved leave of absence greater than two weeks. The employee's supervisor is responsible for collecting the equipment and returning it to the IT Department.
3. If a new employee is issued a mobile computer, the employee must sign a copy of this agreement. This agreement shall remain on file with the building administration.
4. The Bethlehem Area School District Acceptable Use Policy (Board Policy 815) and the mobile computer use guidelines outlined in this document apply to the use of the mobile computer both on and off school grounds.
5. All employees are expected to protect their assigned mobile computer from misuse, damage, and theft.
6. All mobile computers, prior to being issued to staff, will be etched with district asset information and have a label with appropriate identification information. The labels are not to be removed. If the label becomes worn or damaged, please contact the building Support Technologist or Technical Assistant to have a new label applied.
7. All passwords are to be treated as confidential information, stored securely, and not to be shared with anyone.
8. Only legally licensed software purchased by the district, legally free, or open source software shall be installed onto district-owned mobile computers. Employees may not purchase their own software or music to install on district-owned mobile computer equipment.
9. Employees are not permitted to change the system configuration of the mobile computer.
10. Employees are not permitted to disable remote management tools on the mobile computer.
11. It is the employee's responsibility to maintain a recent backup of data.
12. In case of technical problems, a mobile computer's hard drive may need to be erased and/or re-imaged to its original format. It is the employee's responsibility to restore data and documents not included in the original configuration.

13. All technical support or repair requests for mobile computers shall be submitted via the BASD Technology Work Order system and performed by BASD technology staff. Employees are not permitted to attempt repairs themselves nor are they permitted to take the mobile computer to a computer repair facility outside the district.
14. When the mobile computer is taken off school or district premises, the employee must bring the mobile computer back each time he/she returns to the school or office.
15. Employees who take a mobile computer off school or district premises are fully responsible for any damage to or loss of the mobile computer. The employee is responsible for the cost of repair or the fair market value of the damaged or lost mobile computer.
16. All student and employee data is to be treated as confidential. Mobile computer users shall protect confidential data that is accessible through district software to avoid a data breach.
17. Employees are required to report any data breach, suspected data breach, or disclosure of confidential information, including passwords, to their supervisor and the IT Department immediately. This includes student and employee data stored on external sources, such as USB Drives, CD or DVD discs, or online sources.
18. Employees should keep their mobile computers free from dirt and debris. To clean a mobile computer, shut it down and detach the power adapter. Use a lightly water-dampened, soft, lint-free cloth to clean the computer's exterior, taking care not to get moisture in any openings. Do not spray any type of liquid directly on the computer, and do not use aerosol sprays, solvents, or abrasives. To clean the screen, lightly dampen a clean, soft, lint-free cloth with water only and wipe the screen. Do not spray any liquids directly on the screen.
19. It is the employee's responsibility to keep their assigned computer secure and protected at all times. Recommendations include but are not limited to:
 - a. Using protective storage bags or carrying cases specifically designed for mobile computers.
 - b. Not placing the computer near the edge of a table or desk where it may fall.
 - c. Avoiding damage to the screen by not slamming the lid shut, not storing papers inside the closed laptop, and not piling other items on top of the laptop.
 - d. Logging out from the network, e-mail, eSchoolPlus and other district information systems, and closing any documents containing confidential information whenever the mobile computer is left unattended.
 - e. Not using one's BASD password on web sites not affiliated with the district.
 - f. Using secure passwords for system startup, wake from sleep, and screen savers.
 - g. Locking mobile computers in cabinets or desks where possible.
 - h. Locking classroom/office doors when the mobile computer is left unattended.
 - i. Avoiding the saving of passwords in browser forms, login screens, and e-mail.
 - j. Not creating a tripping hazard when plugging in the mobile computer for power.
 - k. Taking measures to keep mobile computers protected and out of plain sight when transporting them; keeping car doors and windows locked at all times.
 - l. Being aware of and taking action to avoid extreme (hot or cold) temperatures or moisture in an enclosed vehicle or space that can harm the electronics of the mobile computer.
 - m. Keeping drinks, food, lotions, dirt, and other harmful materials away from the mobile computer.

Reporting Damage / Vandalism / Loss / Theft

1. Damage, vandalism, loss or theft of a mobile computer shall be reported to the employee's supervisor immediately.

2. Procedures for reporting damage to a mobile computer:
 - a. Immediately notify your building support technologist and the building administration.
 - b. Enter a work order on the BASD Technology Work Order system for the repair. The Technology Work Order system is located at <http://www.beth.k12.pa.us/workorder>.
 - c. A mobile computer is declared beyond repair if the cost of repair is greater than the replacement cost.
 - d. Do not take district computers to outside service providers for any reason.
3. Procedures for reporting loss, theft, or vandalism of a mobile computer:
 - a. Immediately notify your building support technologist and the building administration.
 - b. Complete a Missing Equipment Form for loss or theft incidents. This form is available on the district web site.
 - c. In cases of suspected theft, a police report shall be filed by the building administrator.
 - d. Follow established guidelines for reporting lost or stolen district property.
 - e. Where applicable, the building administrator will start a search within the building for the missing equipment. The building technology staff will inform the Information Technology office to activate the tracking software on the missing laptop.
 - f. The Information Technology office will work with the building administrator and local law enforcement to provide tracking data and updates as needed.
4. If damage, vandalism, loss or theft of a mobile computer or its accessories occurs outside of District property, the District may arrange to collect payment from the employee to cover the cost of repair or the fair market value of the mobile computer, whichever is less.
5. The fair market value of a mobile computer will be determined as follows:

Years of District Ownership	Fair Market Value as a Percent of Purchase Price
5 years or more	10%
3 to 5 years	25%
2 to 3 years	50%
1 to 2 years	75%
Less than 1 year	100%

6. Under unique and extraordinary circumstances, an employee's responsibility to cover the cost of repair or fair market replacement value may be reduced or waived after review of the circumstances by the District and a representative of the employee. The Superintendent or a designee shall have final authority to reduce or eliminate financial responsibility.