

# Sabinal ISD Laptop Use Policy

## Security/Care

- Never let it out of your sight without it being secured.
- Lock it up/take it home.
- Always transport the laptop in the case provided.
- Do not leave the laptop in a hot vehicle or in direct sunlight.
- Display and hinges are weak points of design.
- Display can be cleaned with a clean, damp cloth.
- Do not shake or drop.
- Do not use around liquids, specifically beverages.
- Be careful with insertion and removal of the power cable – Don't lose it!
- Use a surge protector when possible.
- Do not download/install unauthorized software.

## Use

- Primary use is for school business and is intended to be your primary computer.
- The laptop is the property of the Sabinal ISD and is assigned to you for professional duties. It is customized for your use.
- May be used for your limited personal business, but is always subject to review of files.
- Must be used in accordance with the "Sabinal ISD Acceptable Use Policy."
- The laptop must not be loaned without written approval from the Director of Technology.
- The assigned user is prohibited from opening the computer case (not the carrying case) or display case, or allowing anyone else to do so who is not authorized by the Sabinal ISD Department of Technology.
- The assigned user is prohibited from performing any hardware maintenance, exchange or replacement of parts, alterations, or addition of parts (such as hard drives, memory, circuit boards, internal drives, etc.) The user is also prohibited from having anyone do these activities who is not authorized by the Sabinal ISD Department of Technology.
- Users may add external devices such as a mouse, keypad, keyboard, printer, USB drive, and similar devices.
- Laptops must be returned to the Technology Department during summer for maintenance when scheduled.
- A malfunctioning, damaged, or stolen laptop must be reported to the Technology Department as soon as possible. A replacement unit will be issued unless the problem was the result of negligence or failure to follow policy.

- Sabinal ISD Department of Technology support will be for school use of the laptop. Connections at home, including connecting with your Internet Service Provider (ISP) are your responsibility.
- The laptop must be returned to the Sabinal ISD Department of Technology when your classroom teaching position at Sabinal ISD is terminated.
- Additional policies may be added as necessary. The additions will be considered as part of the “Laptop Use Agreement,” and users will be notified by email or memo.

## Laptop Use Agreement

### Sabinal ISD

Item Description	Serial No. / Asset Tag No.	Condition	
	Serial: Asset Tag:	New	Used
Charger		New	Used
USB Mouse		New	Used
Laptop Bag/Sleeve		New	Used

I certify that:

- I have received a Sabinal ISD-issued laptop computer and I accept responsibility for its security and care.
- I have reviewed the Sabinal ISD Laptop Use Policy and I agree to use the issued laptop in accordance with that policy.
- I understand that policy changes and additions may be necessary to the policy, and that I will be notified of such changes.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature