

# Laptop or Portable Computer Responsibility Policy

I \_\_\_\_\_ accept full responsibility for the safe and secure handling of the laptop with Serial Number \_\_\_\_\_. I accept full responsibility for the proper use of said laptop under all applicable Anderson School District Five Policies. I understand that it is my responsibility to immediately report any damage or theft to my Principal or Supervisor.

While laptop computers are made to withstand the rigors of portable use, they are delicate electronic equipment. The following guidelines are provided:

- The laptop must be secured at all times. If left at school the laptop must be secured in a locked location. The computer should never be left in any vehicle unattended or left in any vehicle exposed to excessive heat.
- The computer should be turned off and placed in its collapsed or folded position any time that it is to be transported. Always place the computer in its carrying case before transporting it.
- Do not plug in or unplug an external device, such as a mouse, unless the computer and the external device are turned off.
- Since the laptop computer contains a magnetic hard disk, do not expose it to any magnetic fields that could damage the contents of the hard disk.
- To ensure your privacy, remove all stored files from the laptop before returning it. The technology staff is not responsible for any files remaining on the laptop once it is returned after use.
- Use the installed virus-checking software to check your floppy disks and other storage media components to keep viruses from spreading to other users and to your files.
- Do not install any software to the laptop without prior coordination and approval; it could change the systems setup and make the laptop unusable.
- When traveling by plane, train, or bus, do not check the laptop as luggage or place it in a suitcase for check-through.
- If the laptop is damaged, lost, or stolen, be sure to report the incident accordingly and record or get copies of any documents used to report the incident.

I have read and understand the Laptop Computer Responsibility Policy GBEE. I understand that I may be held financially responsible if the laptop is stolen, damaged, or lost while off school district property.

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Staff Signature