

**HONEOYE FALLS-LIMA CENTRAL SCHOOL DISTRICT
TECHNOLOGY UPDATE
GUIDELINES FOR USE OF STAFF LAPTOPS
FALL 2007**

- 1) Copyright infringement is a serious offense that is governed by federal law and contrary to ethical standards required by staff and students alike. Staff may load personally-owned software that can help them with their classroom work (planning, tracking, curriculum resources etc.), if it is a package they legally own.

- 2) Only software approved and licensed by HF-L may be used with students. The District Software preview and purchasing process form used for acquiring software can be accessed from your building ITS person or from the Staff Resources area of the webpage.

- 3) Staff are solely responsible for any illegal software that is loaded to their district loaned computer. HF-L Tech Support Staff can only support district owned hardware and software. Software used for instructional purposes that is personally owned will not be supported by HF-L Technology Staff. Software loaded by staff for personal use is prohibited.

- 4) Staff has the ability to load their home Internet provider settings and home print drivers if they have the proper connections.

- 5) If the laptop does not operate properly when on the HF-L network after any software or drivers have been loaded, Tech Support Staff will re-image the machine back to its original image.

- 6) Staff are responsible for backing up any data stored to their district loaned laptop. Available back-up options may include - your district staff folder, burn to a CD, or copy to an external device such as a personally owned hard drive or jump drive. Laptops, even the newest ones, can experience hard drive issues or other problems that require repairs or replacement. Recovering data is not always an option.

- 7) Re-imaging the hard drive will result in loss of data that has not been backed-up, Internet bookmarks, personal email addresses; Win school and Mac school settings are just as a few examples. Your building ITS person and District Technology staff are available with training as well as directions sheets to help you with the back-up process.

- 8) The district assigned laptop is for the sole use of the staff member. The machine should not be loaned or given away for any other purpose.

9) Any district owned laptop or computer may not be serviced by anyone other than a district Technology Services staff member.

10) Use of the district assigned laptop for personal use is prohibited.

11) Use of the laptop or the district network for storage of personal or non school related data is prohibited

12) Staff are responsible for changing their network passwords when prompted. In addition, staff should change their email password from the default. Passwords should be changed every 60 days.

13) Staff should lock up their laptops at the end of the school and keep in a secure location when taking it from Campus. Never leave your laptop in your car.