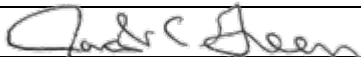


Desktop, Laptop & Other Mobile Devices Usage	Section	Laptop and Desktop Computer Usage
	Number	3.83a
	Effective Date	July 1, 2016
	Revision Date	May 1, 2016
	Revision No.	
	Approval:	

1.0. PURPOSE:

Establish guidelines for computer and laptop usage by OIEP personnel.

2.0 APPLICABILITY:

Procedures are applicable to all Institutional Education Programs.

3.0 POLICY STATEMENT:

Laptops and desktop computers are issued to OIEP Personnel for educational purposes only. Personnel shall abide by all usage guidelines to ensure the security and functionality of these laptops and desktop computers both on and off site.

4.0 DEFINITIONS:

OIEP – Office of Institutional Education Programs

5.0 PROCEDURES:

Laptop and desktop computers are to be used for school-related business, curriculum enhancement, research, communications and other instructional purposes. The following guidelines are provided to help manage the use of this equipment. These guidelines apply to laptops and desktop computers owned by OIEP.

1. Laptop and desktop computers are for the use of school district personnel, and remain the legal property of the Office of Institutional Education Programs.
2. Users must also be in compliance with the rules and regulations of West Virginia Policy 2460: Safety and Acceptable Use of the Internet by Students and Educators.
3. Only legally licensed software approved by the Technology Department shall be installed on any OIEP owned laptop and desktop computers.
4. All laptops and desktop computers should have appropriate and current virus protection software installed.
5. It is the employee's responsibility to maintain a backup of data.
6. In the case of technical problems, a laptop or computer's hard drive may need to be erased and/or re-imaged to its original format by one of the technology department staff.
7. When the laptop is taken off school or district premises, the employee must bring the laptop back each time they return to the school or office.

8. Employees who take a laptop off school or district premises are fully responsible for any damage to or loss of the laptop. The employee is responsible for the cost of repair or the fair market value of the damaged or lost laptop.
9. It is the employee's responsibility to keep their assigned laptop secure and protected at all times. Use of the following recommendations is advised:
 - a. Use carrying cases specifically designed for laptops.
 - b. When not in use, secure laptop and peripherals in a lockable cabinet or desk.
 - c. Be aware of extreme temperatures (hot or cold) in an enclosed vehicle that can harm the electronics of the laptop.
 - d. Keep drinks, food, lotions and other harmful materials away from the laptop.
10. Laptop and desktop computers are for use only by the Office of Institutional Education Programs employee they are assigned to and are to be used for business purposes only.
11. Disposal of technology equipment outside established state protocol is prohibited.
12. Theft of equipment must be promptly reported.
13. Office of Institutional Education Programs retains the right to inspect any user's hard drive and the files it contains.
14. The Office of Institutional Education Programs Acceptable Use Policy applies to the use of a laptop or desktop computer both on and off school grounds. A signed acceptable use agreement must be on file before the laptop or desktop computer is issued.
15. The purchase of laptop computers is reserved for employees who travel for business purposes.
16. Failure to comply with the Laptop and Desktop Computer Policy may result in the computer being taken away.