

Forsan ISD Personal Laptop Policy

The purpose of this policy is to protect the schools network and technical resources. The school provides its network (Forsan) in support of its educational mission. Use of the network (Forsan) is a privilege. As such, it is the responsibility of each patron to use these services appropriately and in compliance with all school, city, county, state and federal regulations. These policies are in addition to school computer and internet usage policy, are not all-inclusive, and may be modified at any time. Any employee who violates this policy may be subject to disciplinary action up to and including discharge.

Personal laptops may be used by staff members only and must meet the minimal technical specifications listed below. Students will not be allowed to connect their personal laptops to the network.

PC requirements:

- Network connectivity: Ethernet connector / Wireless Card
- The machine must be free of any virus or other harmful items (software).
- Only genuine software licenses.
- Anti-virus program with updates installed.

The following rules apply:

- 1.) The staff member assumes all liability for damage, theft, or loss of the laptop.
- 2.) Use of personal laptops must be tied to academic endeavors.
- 3.) Playing of games is not allowed at any time on school premises – except for educational purposes.
- 4.) Personal laptops may not be used for assessment purposes.
- 5.) The staff member is responsible for the secure storage of their personal laptop at all times as the school does not accept liability for equipment owned by staff members.
- 6.) Digital reproduction and distribution of copyrighted materials is against federal law. Anyone found distributing (sharing) such material, including copyrighted music, digitized video from copyrighted motion pictures, copyrighted software, etc.), while on the schools network is subject to termination of their network services.
- 7.) Attempts to circumvent or defeat any mechanism put in place by schools tech department to manage the network or filter internet access will result in the immediate termination of the network services provided to any such individual.
- 8.) The network (Forsan) may not be used for any commercial purposes or used to provide internet or network access to anyone outside of the school community for any purpose.

- 9.) The staff member will keep the computer's operation system fully updated with all critical and security updates.
- 10.)The staff member will be required (at their own expense) to maintain a paid subscription to an antivirus program. The software must be installed, running, and up to date at all times.
- 11.)School-owned licensed software shall not be installed on staff member's personal laptops.
- 12.)The school and its tech department are not responsible for any support of an individual's personal laptop or any damage the connection to the network may cause. The school assumes NO responsibility for costs associated with loss or damage to an individual's personal laptop computer and its associated peripheral equipment.
- 13.)The staff member will provide the school's tech department the following information about their personal laptop before connecting it to the network:
- Name and brand of laptop
 - Current computer name
- 14.)The staff member will notify the school's tech department of any changes made to their personal laptop (ex. Laptop name).
- 15.)The school's tech department may examine a staff member's personal laptop at any time for the purpose of verifying that it is in compliance with this policy.

I have read the above policy and agree to all its stipulations, rules, and requirements.

Staff signature: _____.

Print Name: _____.