6030 Computer Software and Hardware Policy 6030

Personal Computer Equipment Use:

The use of staff owned personal computers is permitted in the School District with prior reasonable notification of the Technology Director or designee. The use of staff owned equipment is subject to a yearly verification of the latest operating system patches and virus protection, which will be provided if needed. The systems will also be limited to Internet access with basic local network access, such as School web E-mail and Power School. The maintenance and repair of staff owned personal computers is the responsibility of the owner of the system.

Items that are restricted from use on the District wide networks are servers, networking equipment and non-licensed software.

The use of personal printers is allowed, however the maintenance, repair and troubleshooting related to the printer is the sole responsibility of the employee.

Computer Loan Program:

The Computer Loan program has been established to aid staff members in their familiarization with the computers they will be using in their classrooms or workplace. This program will be available during the summer months, however, exceptions will be made during the school year if required as part of the staff members' daily activities. The staff member agrees to take responsibility for reasonable care and safekeeping of the computer during the term of the loan. Milford School District retains liability for maintenance or loss of the computer due to theft or catastrophe except if caused by negligence or willful actions of the staff member. In the event of loss or damage, the staff member agrees to cooperate fully with the District, its insurance agent and insurance carrier to provide complete information regarding the loss or damage. Staff member further agrees to refrain totally from using any software not provided in advance by the District and is responsible for becoming familiar with the operation of the equipment.

Before removing any hardware from the District, the staff member must fill out and sign the current hardware check out form available from the building Principal and receive signature authorization from all those listed on the equipment check out form. The staff member also must agree to return the equipment by the designated time indicated on the equipment check out form. Staff members who use the computer during the school year will return the equipment before the end of the school year for updates and inspection.

District Provided Software for Home Use:

There are a number of software licenses that allow for the dual use of software at home and school. Software ranges from anti-virus programs to office productivity suites. Given that certain restrictions may apply to the use of such software, staff members are encouraged to contact the Director of Technology for guidance.

Care for District Computers:

Users of District computers are expected to respect the District's property and be responsible in using the equipment. Staff are to follow any District instructions regarding maintenance or care of the equipment. Staff members may be held responsible for any damage caused by the staff member's intentional or negligent acts in caring for district computers under the staff member's control. The District is responsible for any routine maintenance or standard repairs to district computers. A staff member is expected to timely and properly notify the District of any need for service.

Staff members are not to delete or add software to District computers without District permission. Due to different licensing terms for different software programs, it is not valid to assume that if permission is given to copy one program, then it is permissible to copy others. The use of non-licensed or "pirated" software is strictly prohibited.

Adopted: July 1985
Revised: March 1989, January 1999, November 2007