

## **PERSONNEL**

### **USE OF DISTRICT OWNED PORTABLE TECHNOLOGY EMPLOYEE USE AND RESPONSIBILITIES**

Philosophy: CHEHALIS SCHOOL DISTRICT believes that technology's focus should drive innovation through portability, flexibility, and responsiveness, where the District will provide its employees with the technology that facilitates performance, meets green initiatives and increases usefulness for their work, when and where possible.

Policy: The district encourages employees to use district technology for professional purposes. Our staff also works in an environment that necessitates, by business, classroom or curricular requirements to work and submit information regularly. In these instances, it is appropriate for an employee to take portable technology off district property. It is important that employees have an annual approval form (see 5226F) on file including the employee's immediate supervisor's signature prior to removing technology from district property.

The district knows that the use of district technology for work, presentations, etc., outside of district properties is beneficial for the employee and often for the district as well. The district shall assume responsibility for loss, damage, or theft when the technology is used on district property and when appropriate security measures have been used. For non-district property, this agreement assumes the employee has conducted safe transport and any theft or damage resulting from an accident or burglary via a car or household shall be at the employee's responsibility. The employee shall retain a copy of 5226F and a copy must be on file with the administrator from which the technology is taken.

Term of technology use: This agreement spans the annual term of employment at a particular school, program or department. A new form must be signed each year.

Staff use of the network is conditioned upon written agreement by the staff member that use of the network will conform to the requirements of this policy and any regulations adopted to ensure acceptable use of the network. All new software will be reviewed by an Instructional Technology Review Committee prior to installation on school district hardware.

The employee is advised, during deployment of devices, that they are responsible for the technology, will not abuse, misuse or use the device for personal gain and that they are not to circumvent any district process, monitoring, support, maintenance or use of the device to suit their needs. Such use may result in disciplinary action, up to and including termination. Legal action may be initiated against a staff member who willfully, maliciously or unlawfully damages or destroys property of the district.

Insurance: The employee agrees to strongly consider the following liability information before taking this technology off district property.

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The employee understands that she/he should confirm her/his level of personal insurance coverage to offset their personal liability for off district property use – specifically notifying her/his homeowner’s/renter’s insurance company that she/he wishes to have such policy insure the referenced equipment (approx. items’ value – see subordinate procedure document for value) if lost or stolen while in her/his custody off district property. If not certain of her/his ability to sustain the liability in case of off district property loss and/or theft, either through insurance or otherwise, she/he is advised to keep the equipment locked at her/his office location outside of work hours or be personally liable for the technology’s replacement value at time of loss.

The Superintendent is authorized to establish additional regulations and procedures as necessary to implement the terms of this policy.

Revised: 12/10/19  
Adopted: 1/16/07