

HAZLETON AREA SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: USE OF SCHOOL-OWNED
LAPTOP COMPUTERS

ADOPTED: August 18, 2011

REVISED:

<p>1. Authority</p> <p>2. Delegation of Responsibility</p>	<p style="text-align: center;">815.1. USE OF SCHOOL-OWNED LAPTOP COMPUTERS</p> <p>The Board authorizes district-owned laptop computers to be used off school property if said equipment is being used as a tool to enhance work performance and improve the instructional process. If equipment is assigned to a specific individual, that individual shall be fully liable for loss of equipment and excessive damage during the period of use. This equipment shall be used only by authorized district employees.</p> <p>The building principal or specific program director may grant the use of equipment after school or during the summer. If equipment is used during the summer months, an authorization form must be signed and provided to the Office of Asset Inventory.</p> <p>The district’s Office of Asset Inventory and Office of Security Operations shall conduct a semi-annual inspection of all equipment. A random inspection of the equipment may be conducted anytime at the district’s discretion.</p> <p>The user shall be responsible for loss of equipment as a result of fire, theft, excessive damage, etc., not covered by the district’s equipment maintenance contract. The replacement cost shall be determined based on the present market value of the item, not to exceed the original purchase price of the item.</p> <p>Issues related to malfunction or damage to equipment covered under the district’s equipment maintenance policy must be reported to the appropriate department within a timely manner, not to exceed one (1) week or five (5) working days.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>Board Policy – 815</p>
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