

EAST STROUDSBURG AREA SCHOOL DISTRICT ACCEPTABLE USE OF CIS SYSTEMS

ADMINISTRATIVE REGULATION #815-AR-2 - ESASD Student Laptop Use and Security Procedures

As an East Stroudsburg Area School District student, I understand that the laptop loaned to me remains the property of the East Stroudsburg Area School District (ESASD). The Laptop Use and Security Procedures outlined below will guide my use of this productivity tool.

I. Security and Protection:

I agree to:

- Read and be held subject to the terms of ESASD’s Acceptable Use Policy and all other district policies related to technology and information security.
- Read and be held subject to the terms of the Student Digital Device Handbook located on the front page of ESASD’s website. I agree to contact my ESASD school building for a copy of this handbook if I cannot access this document online.
- Secure the district laptop when not in use.
- Protect my laptop from the danger of leaving the laptop in a car since it can promote theft and damage from temperature extremes.
- Protect my laptop from misuse, damage and theft.
- Not share any passwords related to my laptop or district-owned software with anyone.
- Immediately notify ESASD and file a report with the police if my laptop is lost or stolen.
- Be responsible for payments related to lost, stolen or damaged district equipment.

II. Connectivity at Home:

I understand that:

- This laptop can be configured for use at home as well as at school.
- ESASD Technology Services Department personnel are not responsible for my home access or for setting up connections outside of ESASD.
- I am not to install any software on this computer. If I need software installed on this laptop, I will contact ESASD Technology Services Department personnel for installation.

III. User Interface at Home or School

I understand that:

- I may need to attend an orientation session (or complete an online course) to learn how to use my laptop.
- If any necessary district-approved add-ons and storage devices (e.g. additional battery pack, mouse, monitor, padded case) are purchased for the laptop, that such purchases are the property of ESASD.
- I am not to lend my laptop to anyone, including members of my family or other ESASD students, for any reason.
- I am responsible for the content on my laptop, including anything stored on the machine by anyone, for any length of time.
- I must return my laptop to ESASD upon end of use and no later than the end of the school year.
- ESASD policies related to technology & information security govern the operation of laptops on and off ESASD’s network.
- Any repair will be handled through the ESASD Technology Services Department.

ESASD’s Acceptable Use Policy, Policy # 815, applies to all use of district-owned laptops within or outside of school facilities.

I acknowledge that I have read and understood all information contained in the Student Digital Device Handbook, located on the front page of the ESASD website. Please choose only ONE of the two options below:

I hereby give permission for my child to utilize the device in school and at home.

OR

I hereby give permission for my child to utilize the device in school ONLY.

Parent Printed Name/Signature

Date

Serial Number (for school use only)

Student Printed Name/Signature

Date

Computer Make/Model (for school use only)