Book	Administrative Policies
Section	Section G: Personnel Policies
Title	Staff Responsible Use of Digital Resources Procedure
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Academy District 20 staff members who are assigned the use of a District laptop computer or other digital resource and peripherals are responsible for that equipment. The following must be adhered to by all District staff to whom District laptops, tablet/mobile devices or digital resources are issued:

I. The digital resource must be returned to the site technology staff to be serviced and maintained according to District standards.

II. If the digital resource is lost or stolen, it is the responsibility of the staff member to inform risk management, local police, District Security and IT (via a help desk ticket) within 48 hours of the incident.

III. If the digital resource is damaged, stolen or lost at any time due to negligence, the staff member may be charged for replacement and subject to disciplinary action up to and including termination.

IV. When the staff member leaves the District he/she is required to return all digital resources, carrying case, cover, and all ancillary equipment issued by the District, including power cords and chargers, in good working order to the site District Technology Technician.

V. If the staff member changes positions/locations within the District to another school site, they should take their District provided device, including power cords and chargers to the new school site. If they are moving to a non-District site, they should leave their device at the orginating site and the non-District site will provide a different device.

VI. Upon leaving, a staff member will not have the option of purchasing any District-owned digital resource.

VII. The District will not be responsible for personal data stored on the equipment or cloud storage. Upon returning the equipment, the user agrees that all personal data has been backed up, uploaded to personal cloud storage or other location and is deleted from the device.

VIII. Staff shall not place stickers, laptop skins or other items directly on the digital resource. If damage occurs after removal, staff member may be responsible for the cost to repair the damage.

IX. District resources are for the sole use of Academy District 20 staff members and students. Permitting others to use the device, including family members, is prohibited.

X. Staff members are responsible for keeping the District resource secure at all times. This includes securing in a physical location as well as locking the screen or logging out when the device is unattended.

XI. The District uses encryption techniques and tools that protect the data on District resources. These tools are installed and maintained by the District Information Technology (IT) team and are configured in such a manner that they can be decrypted by District IT. The user shall not install encryption software or encrypt their District-owned devices in any other manner than the District-supported method.

XII. Student or District confidential data shall not be stored on a personally owned device or personal cloud storage. Student or District confidential data must only be stored on a District provided resource which is encrypted

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