

Milton Area School District is providing targeted staff members with laptops. These laptops can be used inside and outside the school by the staff in order to enhance, enrich, and facilitate their teaching and administrative duties as well as school communications. Rules for laptop use:

- The school laptops are to be used for school-related business as a productivity tool, curriculum enhancement tool, and for research and communications. Staff may use the laptops for personal purposes within the standards of good judgment and common sense.
- Laptops issued to staff are school property and are loaned for a period of time as deemed necessary by the district's administration.
- The laptop is intended to serve as your primary computer workstation. If you already have a desktop computer, it will in most cases be replaced by the laptop. Desktop systems will be redistributed.
- The laptop is provided for your use, but it remains the property of Milton Area School District. Each unit is labeled with a unique property ID. The property ID allows our technology department to manage unit assignments, coordinate repairs, and maintain systems. Please do not remove the property ID tag from your laptop.
- Should you have problems with your laptop, notify the technology department right away via the Tech Help Desk.
- The laptop will be configured with a standard suite of programs that are appropriate for the type of laptop you received based upon Milton Area School District's software standards. Other applications may be provided to you based upon your professional needs and/or requirements.
- Staff should NOT install software or hardware, or change any system configuration. All software and/or hardware installations, or system configuration requests must be submitted through the Tech Help Desk.
- Staff is expected to protect school laptops from damage and theft.
- Staff is monetarily responsible for any hardware or software damage or loss inflicted to the laptop due to negligence on his/her part.
- Staff agrees to pay replacement costs of lost school laptops and peripherals, or repair costs for damage due to negligence on his/her part.
- Staff will not be held responsible for computer problems resulting from regular school related use.
- All Milton School District policies as well as the Acceptable Use Policy apply to the use of all laptop computers inside and outside the school premises.
- All MASD issued laptops must be returned on the last day of school for maintenance and updates. Laptops will be returned to staff by August 1.
- Your issued laptop carrying case is rated for a maximum load of 15 lbs. Your laptop weighs 7 lbs. Over packing the carrying case with books and other items can cause the handle to break, which in turn can cause damage to the laptop if dropped.
- Since the laptop's keyboard and touch pad are permanently attached to the rest of the system, make sure that your hands are clean before using them. It is costly to change a damaged laptop keyboard and/or touch pad due to excessive dirt.
- Do not place drinks or food in close proximity to your laptop.
- Extreme temperatures or sudden changes in temperature can damage a laptop. You should NOT leave the laptop in any unattended vehicle.
- When using the laptop, keep it on a flat, solid surface so that air can circulate through it. Using the laptop while it is directly on a bed, for example can cause it to overheat and become damaged.
- Due to their size and portability, laptop computers are especially vulnerable to theft. Do not leave a laptop in an unlocked vehicle, even if the vehicle is in your driveway or garage, and never leave it in plain sight. If you must leave your laptop in a vehicle, the best place is in a locked trunk. If you do not have a trunk, cover it up and lock the doors.
- Carry your laptop in a nondescript carrying case or bag when traveling.
- Do not leave a meeting or conference room without your laptop. Take it with you.
- Never check a laptop as luggage at the airport. The Federal Aviation Administration has issued a warning about an increasingly common scam—stealing laptops from the conveyor belts of metal detectors. Wait for those ahead of you to pass through the metal detector before placing your laptop on the belt. Another airport scam to be aware of—one person will engage you in conversation or bump into you and their partner in crime will steal your laptop while you are distracted. Be alert.
- If you do not take your laptop home, make sure it is secure in a locked enclosure or with a district-issued laptop lock.
- If a theft does occur, you must notify the tech department and report it our school resource officer. Precaution and common sense goes a long way in controlling your theft exposure.