ALMOND-BANCROFT SCHOOL DISTRICT
Administrative Rules

363-Rule

TECHNOLOGY EQUIPMENT SECURITY USE PROCEDURES

A. Equipment Identification:

1. A label with the District's name and an identification number will be on each piece of equipment.

2. Records of the identification number, serial number, model, etc. for each piece of audiovisual equipment shall be maintained in the District Office.

3. Records on each piece of software, organized by title and course or program, shall be maintained in the District Office.

B. Use of Hardware and Software:

1. All audiovisual equipment and software to be used either in the District or off-school premises shall be checked out through the building principal or Technology Coordinator. Use of equipment and software may not be used for the purpose of copying materials in violation of copyright laws. The person signing the request form is responsible for the condition of the equipment/software until checked back in.

2. Students should not use audiovisual equipment or software without a staff member or approved volunteer being present.

    a. In special circumstances, students may be allowed to use equipment/software, without supervision, when the teacher in charge deems it desirable and the student has proved him/herself responsible.

    b. Where an exceptional instructional need is demonstrated, permission to use equipment and software off the school premises shall be granted by the principal after consulting with the Media Coordinator or Technology Coordinator. Exceptional instructional needs include, but are not limited to:

        (1) Increasing teacher proficiency in the operation of equipment or enlarging knowledge of particular software necessary for classroom instruction:
        (2) Producing/preparing instructional materials or classroom lessons:
        (3) Developing new or additional applications of the computer or software:
        (4) Allowing students to do homework assignments or self-tutoring.

C. Requests for Personal Use:

1. Personal use of equipment and software, including computers and peripherals, by students, staff and District residents shall be in accordance with Board policy and established procedures. No business use shall be made of any borrowed equipment or

software. Software shall not be used in violation of any licensing agreement nor shall it be copied.

2. Requests to use audiovisual equipment and software for personal use off school premises will require written permission from the building principal, Media Coordinator or Technology Coordinator.

   a. Staff members must fill out a request form and submit it for approval at least 10 days in advance to the building principal, Media Coordinator or Technology Coordinator.

   b. Students must receive permission from their instructor based on a legitimate instructional purpose prior to completing and submitting it to the building principal or Technology Coordinator. A request must be submitted at least 10 days prior to the intended use.

   c. District residents, who are not staff members, may use audiovisual equipment and software on school premises while the media staff is present or in conjunction with a request for building use. Residents may use audiovisual equipment and materials off District premises only in exceptional cases as determined by the District Administrator. They must complete a request form and submit it to the District Office at least 10 days in advance of the intended use.

   d. All requests will be maintained in the District Office by the District Administrator Secretary.

   Users will be responsible for arranging safe transportation and housing for equipment and software used off school premises. The borrower will not be held responsible if repair is required as a result of equipment malfunction or unavoidable circumstance but will be responsible for damages resulting from negligence. In no instance should an attempt be made to repair equipment or software. The defective item should be returned to the District Office as is. The District will repair the equipment and, if appropriate, bill the user.

D. Staff Services:

1. Media staff will instruct the user on the correct operation of equipment and software prior to the user receiving the material. The building principals will designate appropriate staff to assist in moving and setting up equipment and software for instructional purposes on school premises.

2. Media staff may assist other staff members in obtaining materials for instructional use by video taping or audio taping within copyright guidelines.

E. Equipment Inventory and Repair:

1. All audiovisual software and hardware will be inventoried at the end of each school year. An accurate inventory of all District computers and other audiovisual equipment in the District will be maintained by District Office personnel. Inventory of computers, other audiovisual equipment and software will also be maintained in the school or department in which they are located.

2. If a piece of equipment or software requires repair, it will be sent to the District Office personnel. An "out for repair" file will be maintained, which contains a repair card detailing the characteristics of the problem, date the repair was requested and the repairer. Subsequently, repair information including type of repair, date repaired and the cost shall be recorded on the repair card and filed in the information necessary.

F. Report of Loss:

1. If any equipment or software is lost, the building principal and the District Office shall be notified. The principal may notify police, if deemed appropriate. A complete inventory of all other equipment and/or software located in the same area as the lost items shall be taken. Inventory cards for all missing equipment software shall be kept in a separate file for use in giving information to the police and/or the insurance company.

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