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SECTION: Operations

TITLE: Mobile Technology

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Penn Manor School District

## **Mobile Technology Policy**

### **Purpose and Definition**

Penn Manor School District is committed to the use of technology in supporting the instructional program, educational research and district business operations. It is the purpose of this policy to define the responsible use of district issued Mobile Technology Devices. Mobile Technology Devices are defined as: laptop computers, portable digital assistants (PDA), cell phones, tablet PCs, netbooks, pad/slate device, wireless access points, wireless devices, digital cameras, video cameras and other mobile electronics that may be carried on a person.

### **Policy**

Mobile Technology Devices are to be used for school-related business as a productivity tool, curriculum enhancement tool, and for research and communications. Mobile Technology Devices are the property of Penn Manor School District. Upon termination of employment or leave-of-absence, employees must return Mobile Technology Devices to the Information Technology department.

Employees who are issued Mobile Technology Devices will abide by the following terms:

1. Employee assumes sole responsibility for the safety and security of the Mobile Technology Device. Damage or theft off of school property will be the individual carrier's responsibility. It is recommended that employees verify personal insurance coverage exists to cover equipment damages that may occur off school district property.
2. Employees are not permitted to install software or make configuration changes to Mobile Technology Devices unless first approved by district Information Technology staff. Software installs and configuration changes will be completed by, or under the direction of district Information Technology staff, or by other authorized persons.
3. The Responsible Use of Internet and Network Resources Policy applies to Mobile Technology Devices and accessories both on and off school property. Employees are required to have a signed policy before Mobile Technology Devices will be issued.

4. Employees may connect Mobile Technology devices to non-Penn Manor networks and public wireless access points. District Information Technology staff does not support these connections. Problem resolution and troubleshooting resulting from personal Internet Service Providers and community access points will be at the discretion of the Information Technology Department.

5. Employees assume all responsibility for the safety, security, and confidentiality of data on Mobile Technology Devices. Employees must immediately report data breaches, loss or theft to district Information Technology personnel.

6. The Penn Manor School District reserves the right to audit, examine, monitor, or recall Mobile Technology Devices at any time and for any reason.

7. All repairs to Mobile Technology Devices will be facilitated by district Information Technology staff. No external vendor or individuals are authorized to make repairs to district Mobile Technology Devices.

### **Consequences for Inappropriate Use**

Failure to follow the procedures and prohibitions listed above may result in the loss of the right to Mobile Technology Devices, loss of access to network resources, and appropriate disciplinary action up to and including termination of employment. Illegal use of the Mobile Technology Device, such as intentional deletion or damage to files or data belonging to others, copyright violations or theft of services may be reported to the appropriate legal authorities for possible prosecution.

### **General Guidelines for the Care and Safety of Mobile Technology Devices**

**Back up your data.** Important files on the Mobile Technology Devices should be backed up to the network as a safety precaution against device failure. Note that district Information Technology staff will not attempt to restore non-district related data from Mobile Technology Devices.

Extreme temperatures, or sudden changes in temperature, may permanently damage portable electronics. Do not expose Mobile Technology Devices to extreme temperatures.

Touch pads, touch screens and other input devices should remain clean or they may not function properly. Spilled food or drink may ruin Mobile Technology Devices.

Leaving Mobile Technology Devices unattended in meetings or conferences and/or in unlocked vehicles invites theft. Keep your Mobile Technology Device in your home overnight, not in your car.

When using a laptop, keep it on a flat, solid surface. This will permit the proper flow of air in and around the device and prevent overheating. Using a laptop on a rug or a bed, for example, can cause it to become damaged by overheating.

Do not leave an unattended meeting or conference room without your Mobile Technology Device. Take it with you. Be alert and aware of your surroundings.

Penn Manor School District

# Mobile Technology Policy Agreement

I agree to abide by the Penn Manor School District's Mobile Technology Device Policy. I understand that the use of the Mobile Technology Devices is a privilege and not a right. I agree that I have no expectation of privacy and no right to privacy when I use Penn Manor School District Mobile Technology Devices. I understand that my use of district Mobile Technology is subject to monitoring and review without cause and without notice, and I consent to the monitoring and review of all aspects of my use of Penn Manor School District's Mobile Technology. I understand that any conduct that is in conflict with these responsibilities is inappropriate and may result in termination of my access to Mobile Technology Devices, termination of access to the Internet and Email, and disciplinary action and/or legal action.

I understand that the Penn Manor School District makes no assurances of any kind, whether expressed or implied, regarding the reliability of any Mobile Technology Devices. I further understand that the use of any information obtained via Mobile Technology Devices is at my own risk; that the Penn Manor School District specifically disclaims responsibility for the accuracy, reliability, and quality of such information; and that Penn Manor School District is not responsible for any damages or loss that I may suffer.

Upon leave from or termination of my employment, I agree to surrender any district issued Mobile Technology Device. Failure to surrender district property will result in the district withholding the device's value from my paycheck and/or legal action.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home School: \_\_\_\_\_

Employee Number: \_\_\_\_\_