

Crockett County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Acquisition and Use of Technology Equipment	Descriptor Code: 3.3002	Issued Date: 06/08/09
		Rescinds:	Issued:

1 All technological hardware, software, and other components thereof, purchased by employees of the
 2 Crockett County School System from all available funding sources (including, but not limited to, federal,
 3 state, and local funds, grants, gifts) is the property of the school system. The technology department is
 4 responsible for the proper installation, maintenance, and repair, even replacement of such as needed and
 5 as funding is available.
 6

7 All plans for purchasing new technology equipment, systems, or components must be approved by the
 8 immediate supervisor/school principal and the Technology Coordinator prior to the actual purchase in
 9 order to adequately justify the need for the purchase and to ensure compliance with technical standards as
 10 well as issues of compliance, compatibility, and security concerns. Once the plans are approved, the actual
 11 purchase must be made by the Technology Coordinator or his designee. The school system is responsible
 12 for proper tagging of said purchases and maintaining an accurate, up-to-date inventory of all equipment.
 13

14 Employees are strongly discouraged from using their personal technology equipment (i.e., cell phones,
 15 PDA's, [pods, laptops, printers, etc.], including software, at school especially if these items are connected
 16 in any way to any network supported by the Crockett County Board of Education. The use of personal
 17 technology equipment may seriously jeopardize the security of all technology of the school and/or sys-
 18 tem.
 19

20 The written permission of both the school principal and Technology Coordinator is required before an
 21 employee can use his/her own technology equipment in the classroom setting. Permission can only be
 22 granted if and when an employee can justify, in writing, the use of said equipment to enhance student
 23 achievement and the use of said equipment is deemed not to jeopardize the security of the electronic net-
 24 work of the school.
 25

26 If permission is granted, the system's computer technicians cannot, and will not, install, repair, or attempt
 27 to repair, the personal equipment of any employee, nor will the school system be liable for any damages,
 28 i.e., repair or replacement thereof, that may occur to said personal equipment. Possession/Use of equip-
 29 ment not owned by the district (Personal Electronic devices, laptops, cell phones, etc) and located on
 30 school property is bound by the same policies and procedures as when using district owned equipment.
 31

32 An employee will be held fiscally liable for damages to equipment of the school or system that may occur
 33 as the direct result of abuse, misuse, or the contamination of said equipment.
 34

35 Violations of the terms of this policy may result in disciplinary action up to and including termination of
 36 employment. When applicable, law enforcement may be involved.
 37
 38
 39
 40
 41