

Portable Technology Use Agreement

Policy Use of portable technology devices, such as laptops, tablets, digital cameras, scanners, assistive devices, and other technology devices, is subject to the rules and conditions contained within the Atlanta Public School (APS) District's Acceptable Use Policy.

Property of APS Portable technology devices are the property of Atlanta Public Schools. Users who have been assigned to the devices assume the security and care of the following items:

- device
 - all components
 - any accessories
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Assigned Laptop Devices A laptop will be assigned to you and provided for use on district-related business as a productivity tool. It may be utilized for curriculum, research, and business communication purposes. It is not to be used as a personal computer. The laptop is the property of Atlanta Public Schools and must be used in conformance with the terms and conditions of the Internet Acceptable Use policy and in accordance with applicable software license agreements.

The device will be assigned to you as long as you remain an Active Full-Time employee of Atlanta Public Schools.

NOTE: Exceptions to this rule include cases of special programs and specific reward incentives.

Portable devices cannot be transferred among users without the approval of IT Service Delivery.

If accessories, upgrades, or components are purchased by individual schools for portable devices, those items are regarded as local school purchases and will remain with the school.

Recording Device into Inventory All portable devices must be recorded into inventory by the Atlanta Public Schools District Technology department. APS reserves the right to perform a physical inventory of hardware at any time.

NOTE: Assigned users are required to register their APS-issued device.

Software Licensing Based upon the District software standards, the laptop will be configured with the standard suite of software applications that are appropriate for the type of computer the user received. Additional applications will be provided based upon the instructional needs or the requirements of the user. Atlanta Public Schools has policies for appropriate use of software, including the requirement to demonstrate legal license to a program before it can be installed on an APS-owned computer.

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**On/Off Site
Access**

The laptop is equipped with wireless connection to access the internet within any APS facility with wireless capability. A network patch cable is provided for access at sites without wireless environments. Contact the Service Desk if you have questions about VPN setup.

**Lost, Stolen,
or Damaged
Devices**

Lost, stolen, or damaged devices will result in financial loss to the school district. It is the user's responsibility to take appropriate precautions to prevent damage and/or loss of the assigned laptop.

If it is determined...	Then ...
the loss of a device, or damage to a system, is the result of the user's failure to comply with the school districts policies and procedures	the user assumes full responsibility for the replacement value and/or repair of the assessed equipment
damage is the result of the user's intentional act	the user assumes full responsibility for the replacement value and/or repair of the assessed equipment
the equipment is not returned in the same condition it was received	the user assumes full responsibility for the replacement value and/or repair of the assessed equipment

Portable technology devices should not be left:

- inside a vehicle, due to temperature extremes that have been proven to cause damage to the systems.
- in an unsecured location. In cases of obvious neglect, abuse, or violations, the portable device will be confiscated from the user and reassigned.

**Reporting Lost
or Stolen
Devices**

Report lost or stolen devices to the following:

- principal
- direct manager
- local Police Department (within 24 hours) to ensure thorough investigation, pursuit of criminal prosecution, and full restitution to the fullest extent of the law.

NOTE: The principal and/or manager must report damaged, lost, or stolen equipment to Service Desk (within 24 hours).

A copy of the police report must be sent to the Service Desk or attached to a service request within two (2) business days and include the following:

- the serial number of the lost or stolen device
- date, time, location, and details of the incident

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Filing Materially False Information

Any user, who knowingly files an application for insurance, statement of claim, or police report containing any materially false information or attempts to conceal information concerning any fact material thereto is violating the law and will incur immediate dismissal from Atlanta Public Schools AND punishment by criminal/or civil penalties.

Reporting Functionality Problems, Upgrades, and Troubleshooting

Users must immediately report device functionality problems to the Service Desk. Incidents may be reported via a Service Request or by telephone to the Service Desk at 404-802-1000 or <https://www.atlantapublicschools.us/support>.

NOTE: Onsite home support will NOT be available to assigned users. Field Service Representatives are prohibited from providing services to off-site locations. In addition, loaner units may NOT be available if unit needs to be sent out for repair.

Contact the Service Desk for the following matters:

- hardware service (i.e., memory, peripheral, or hard disk)
 - software installation
 - problem diagnosis
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Backing Up Data

Assigned users are responsible for maintaining a backup of all data on their devices. Information Technology Service Delivery assumes no liability for the loss of data. Work-related documents and data files on the laptop are not generally backed up or stored on any District hardware (server). APS is not responsible for the loss of documents or files from the laptop.

If you have questions about backing up documents or files, please contact the Service Desk.

Data Corruption

Any data corruption or configuration errors caused by the installation of unauthorized or illegal software may result in the loss of all data on the system, which may require a complete reload of the portable device.

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Virus, Hacking, and Security Protection

To ensure that virus protection and other security patches are current, laptops should be connected to the APS network at least once per week and users must take responsibility for ensuring that the security updates take place on laptops in their care.

In the case of a significant security alert, users may be contacted by email to bring their laptops to the Service Desk to ensure proper security is enabled on the laptop. Periodically, Microsoft® via LANDesk will push updates to District computers, please anticipate and accept the updates as they appear on your machine. All laptops and hard disks are password protected.

Returning Assigned Devices

Assigned devices must be immediately returned to IT Service Delivery, the principal, and/or direct manager upon request and/or termination of employment with APS. Assigned user is responsible for returning all parts and accessories in working order.

General Information

The laptop may not be used to violate any state or federal law or to violate any Atlanta Public School policy. The laptop may not be used for any non-educational commercial purpose.

The above provisions are subject to revision by Atlanta Public Schools. Users will be informed of any changes. In the event of revisions to the protocol, you agree to conform to the revisions or to return your laptop computer to Atlanta Public Schools Information Technology Division. Laptop users should consult with the Service Desk, their principal, and/or direct manager if they have any questions about the appropriateness of any use or practice related to the laptop.

I acknowledge that I have read the above provisions and I will follow these protocols.
