



NEW BEGINNINGS

SCHOOLS FOUNDATION

Network assigned notebook computer, distribution, use and care policy

Purpose

To set forth policy and affirm responsibilities for the proper distribution, use and care of notebook computers in the New Beginnings Charter School Network

Policy

Distribution of Notebook Computers

1. Notebook computers are to distributed only to Network employees that demonstrate a need to have a mobile computer
2. Individuals entrusted with a notebook computer may not transfer that notebook computer to any other individuals (excepting their supervisor or his/her designated representative)
3. Individuals responsible for **distributing** notebook computers must have the individual who will be receiving the notebook computer complete the property control equipment trustee form, available at: <http://tech.newbeginningsnola.net>
 - a. The property tag refers to the white NBSF Property Tag sticker found on the machine
 - b. The serial # for DELL Laptops is the DELL Service Tag
 - c. The listed email and phone number must be the NBSF issue email address and the individuals personal phone number (home or cell) not a site phone number
4. When a staff member turns in a laptop the "Returned Equipment" section of the original trustee form must be signed by both the trustee and the trustee's supervisor
5. A copy of all trustee forms must be submitted to the and stored in school site's front office

Use of Notebook Computers

1. Notebook computers are distributed to facilitate work
2. Notebook computers distributed to network staff are for staff use only; not for students, family members or friends
3. Do not load questionable content on Network equipment
 - a. Do not visit pornographic sites
 - b. Do not download illegal/pirated music or programs
 - c. Do not install illegally obtained software
 - d. Do not install shareware without first consulting the network technology specialist as often times rules differ for equipment owned by government or corporate bodies
4. Do not install peer to peer file sharing software on Network issued notebook computers

5. All notebook computers must be connected to the internet for at least once every 25 days for no less than 45 continuous minutes – there is security software installed on the computers for insurance and tracking purposes that must check in regularly
6. All users should make a serious effort to report any anti-virus program prompts via the helpdesk ticket system

Care of Notebook Computers

1. Notebook computers should never be left unattended and unsecured. Do not leave them in offices, classrooms or workrooms unless they are secured in a locked cabinet or closet for which the keyed access is limited
 - a. Staff who's notebook pcs are **stolen due to a failure to properly secure** the notebook pc **will not receive a replacement.**
2. If there is a mechanical failure on the Notebook computer please report that immediately to your front office personnel or your designated technology coordinator
 - a. Most DELL notebooks are under warranty and DELL will come repair them within the week
 - i. For DELLs, teachers can visit <http://support.dell.com> to chat w/ a CSR if they want to speed the repair process
 - b. Teachers are not held financially responsible for broken equipment
 - c. Repeated poor care of equipment as evidenced by impact damage, screen or case cracks will result in loss notebook computer privileges
3. Refrain from moving the notebook computers while they are on, the Hard drives are very shock sensitive while the computer is running
4. When transferring the computers use some sort of padded bag to protect them from impact

Collection of Notebook Computers

1. Employees must sign, and get their supervisor to sign, in the **Returned Equipment** section of the same equipment entrustee form that was signed upon distribution of the notebook computer
2. Equipment that is not returned and has not been reported stolen (with an accompanying police report being filed) the employee to whom the equipment was distributed will be held responsible for its disappearance

Policy Amendments

This policy may be amended to reflect changes deemed necessary by NBSF. Amendments will be updated and shared throughout NBSF via googledocs.

Gilbert Bennett
Chief Operations Officer