

Pickens County School District

Portable Technology Use Guidelines

Use of Portable Technology Devices, such as PDAs, Laptops, Digital Cameras, Scanners, Assistive Devices, etc, as with any other technology device, is subject to the rules and conditions contained within the Pickens County Schools' Acceptable Use Policy (AUP) and Technology Policy.

Individuals who have been assigned Portable Technology Devices must regard them as property of the Pickens County Schools and assume the security and care of the device, all components and accessories.

Portable Technology Devices must not be left in vehicles due to temperature extremes that have been proven to cause damage to the systems and due to the potential for theft.

Portable Technology Devices must not be left in an unsecured location.

Devices that are lost, stolen or damaged will result in financial loss to the School District. If it is determined that the loss of a system, or damage to a system, is the result of the individual's failure to comply with School District policies and procedures, neglect or because of the individual's intentional act, the individual will be required to reimburse the School District for the cost of replacement or repair of the device. Do not deface or permanently mark on the device.

In cases of obvious neglect, abuse or violations, the Portable Device will be taken from the individual and reassigned.

Any data corruption or configuration errors caused by the installation of unauthorized or illegal software may result in a loss of all data on your system due to the need for a complete reload of your Portable Device.

End-users are responsible for the backup of all data on their systems. Technology Services assumes no liability for the loss of data.

Problems with the functionality of the device must be reported by a staff member through the county's on-line help-desk system. No on-site home support will be available to end-users. If units need to be sent out for repair, loaner units will NOT be available.

All Portable Devices have to be recorded in the Pickens County Schools technology inventory. The Pickens County Schools Technology Services Department reserves the right to perform a physical inventory of the hardware at any point.

If accessories, upgrades or components are purchased by individual schools for these Portable Devices, those items are regarded as local school purchases of the schools and remain with the school.

It is recommended that individuals who are assigned Portable Devices have homeowners, renters and/or automobile insurance coverage in case of theft or loss.

Individuals must report lost, damaged or stolen equipment immediately (within 24 hours) to their teacher/supervisor. Property loss damage reports must be completed on the appropriate forms and will be closely monitored. Stolen equipment must be reported to the Pickens County Sheriff Department to ensure thorough investigations, pursuit of criminal prosecution and full restitution, when possible, to the fullest extent of the law. Any person 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 may be punished by criminal and /or civil penalties.

Portable Devices must be immediately returned upon request to your teacher/supervisor. Failure to do so will result in appropriate action. The individual is responsible for returning all parts and accessories in working order.

Name _____ Emp/Student ID _____ School/Location _____
Grade/Dept _____ Room/Location of the Equipment _____
Home Address _____ City _____ State _____ Zip _____
Main Phone _____ Alt Phone _____

Equipment: Laptop Ipad Other (specify) _____
Model _____ Inventory Tag _____
Case__ Power Supply__ External Drives__ Spare Battery__ Other _____

My signature below indicates that I have thoroughly read the above information. I understand the School District will seek to recover the cost of repair or replacement of a device that is damaged or lost as a result of an intentional act, or because of my failure to follow the School District policies and procedures. I agree to the above terms and conditions as such, agree to fully cooperate with property loss reporting requirements and with property loss investigations.

End-User/Parent's Signature Date

Principal/Supervisor's Signature Date

Name _____ Emp/Student ID _____ School/Location _____
Grade/Dept _____ Room/Location of the Equipment _____
Home Address _____ City _____ State _____ Zip _____
Main Phone _____ Alt Phone _____

Equipment: Laptop Ipad Other (specify) _____
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End-User/Parent's Signature _____ Date _____

Principal/Supervisor's Signature _____ Date _____