

No: 815.3

SECTION: OPERATIONS

TITLE: MOBILE TECHNOLOGY

ADOPTED: March 11, 2002

REVISED:

PENN MANOR SCHOOL DISTRICT

Mobile Technology Policy

Purpose and Definition:

Penn Manor School District is committed to the use of technology in supporting both the instructional program and district business operations. Penn Manor School District is also committed to protecting students, employees, and stakeholders from illegal, inappropriate, and damaging technology use by individuals, either knowingly or unknowingly. It is the purpose of this policy to define the appropriate use of Penn Manor School District Mobile Technology Devices. Mobile Technology Devices are defined as: laptop computers, portable digital assistants (PDA), cell phones, tablet PCs, 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 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. All software installs and configuration changes will be completed by district technology staff, under the direction of technology staff, or by other authorized persons.

3. The Acceptable Use of Internet and Network Resources Policy (AUP) applies to Mobile Technology Device and accessories both on and off school property. Employees are required to have a signed AUP before Mobile Technology Devices will be issued.
4. Dialup Internet access for personal Internet Service Providers (AOL, PaOnline, MSN, etc.) is not supported by Penn Manor technology staff. Problem resolution and troubleshooting resulting from personal Internet Service Providers will be at the discretion of the Tech Team.
5. Employee carrier assumes all responsibly for the safety, security, and confidentiality of content (files) on Mobile Technology Devices.
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 the PMSD technology staff. No outside vendors or other 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 your network folder as a safety precaution against device failure.

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

Touch pads and other input devices on Mobile Technology 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 damage or loss which I suffer.

Name (please print): _____

Signature: _____ Date: _____

School: _____