

## **DISTRICT- ISSUED PORTABLE ELECTRONIC DEVICES**

The Board of Education recognizes the need for Board members, officers, selected employees and students to have the use of District-owned portable electronic devices. Such devices shall be provided to individuals upon authorization of the Superintendent or his/her designee.

At the organizational meeting each year, the Assistant Superintendent for Business will provide the Board of Education with a list of Board members, officers and employees who have been issued portable electronic devices for long term use.

All individuals who have been issued District-owned portable electronic devices shall have no expectation of privacy with respect to any information contained on these devices. The District reserves the right to inspect any District-owned electronic device, and to review any information on or associated with such device. This includes, but is not limited to, such items as email, text messages, multimedia messages, records of Internet usage, telephone log calls, etc. Content downloaded onto District-issued portable electronic devices, such as books, music, videos, and applications must not violate copyright or other applicable laws.

As with any District-owned property, Board members, officers, employees and students must take proper care of District-issued electronic devices, and must take all reasonable precautions against damage, loss or theft. Any damage, loss or theft of District-issued electronic devices must be reported immediately to whomever authorized its use. Expenses incurred to repair or replace District-issued electronic devices due to accidental damage or documented theft will be the responsibility of the individual to whom the device was issued. Costs associated with purposeful or repeated damage, loss or undocumented theft will also be completely borne by the individual.

Users of District-issued electronic devices are responsible for the safe return of District-issued electronic devices either upon request, at the end of the anticipated period of use, or upon separation or graduation from the district.

Schools are required to send home a letter at the beginning of a loan period for a student detailing acceptable use, responsibilities, expectations, and possible liability. The letter is to be signed by the student and the parent/guardian, and returned to school to be kept on file.

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