

**MORRIS SCHOOL DISTRICT**  
**Technology Resource Policy for Staff**  
**2012-2013**

**I. Personal Technology Resources**

- a. You are invited to bring your personal technology resources to school and to use them during the course of the school day in order to support the delivery of instruction. The District reserves the right to monitor the use of your personal technology resources when used during the course of the school day in order to support the delivery of instruction.
- b. You are responsible to protect your personal equipment from damage or theft. The Morris School District is not responsible for damage, theft, or the servicing of your personal equipment.
- c. Use of your personal equipment will be in accordance with the MSD Acceptable Use Policy 2360.
- d. I understand and agree that access is limited to the wireless network only.

**II. District Technology Resources**

- a. District electronic equipment (iPad, computers, etc.) is for use by district personnel only and are for matters directly relating and deemed appropriate to your job responsibilities for the Morris School District. It is understood that access to and use of the network are privileges. Such access and use of the network and equipment shall be reserved for activities that are of 'educational value' to the District. For the purposes of this policy, "educational value" shall mean having a direct or indirect relationship to the approved school curriculum and educational program.
- b. DO NOT install any unlicensed software on district issued computers. If unsure, please see your supervisor or building principal.
- c. There is a limited warranty covering manufacturer defects on district issued equipment. This DOES NOT include damage resulting from spilled drinks, food, or other irresponsible use.
- d. You are permitted to take this equipment home evenings/weekends, however, you are responsible if this equipment is lost or damaged while in your possession. Use of this equipment will be in accordance with the Morris School District Acceptable Use Policy 2360.
- e. Equipment must be in the school building every day school is in session.

**III. Compliance**

I understand that the District Director of Technology will be conducting periodic, unannounced checks on District technology equipment, including hard drives, to assure compliance with the aforementioned policy.