

Jordan School District Technology User Guidelines

Technology devices are provided to Jordan School District employees for use both on and off the school grounds in order to enhance, enrich, and facilitate teaching and learning, support administrative duties, as well as school communications. Technology devices are defined as, but not limited to, items such as computers, laptops, electronic tablets, mobile devices, and other items of a technology nature. Technology devices are to be used for school-related business, curriculum enhancement, research, communications and other instructional purposes.

The following guidelines are provided to help manage the use of this equipment. These guidelines apply to technology devices owned by the Jordan School District.

1. Technology devices are for the use of school district personnel, and remain the legal property of Jordan School District.
2. Asset tracking and management of technology devices shall be the responsibility of the issuing administrative authority (Building Principal, Department Director, Administrator of Schools, etc.).
3. Before an employee is issued a technology device, the employee must sign the *Jordan School District Technology User Agreement*. This agreement should remain on file with the issuing administrative authority.
4. The *Jordan School District Acceptable Use Policy* applies to the use of the technology devices both on and off school grounds. A signed *Acceptable Use Agreement* must also be on file before technology devices are issued.
5. Only legally licensed software shall be installed onto district-owned technology devices.
6. All technology devices should have appropriate and current virus protection software installed where applicable.
7. It is the employee's responsibility to maintain a backup of data.
8. In the case of technical problems, a technology device's data storage may be erased and/or re-imaged to its original format.
9. It is the employee's responsibility to restore applications and data not included in the original device configuration.
10. The building-level technician shall serve as the first level of support for troubleshooting and maintaining technology devices at their respectively designated building.
11. When a building-level technician determines that further assistance is needed, requests shall be submitted to Jordan School District's User Support line (567-USER).
12. An employee must receive permission from the issuing administrative authority before technology devices may be taken off premises. (Additional compensation is not provided to employees who may work on a technology device outside of regular school hours.)
13. When a technology device is taken off school or district premises, the employee must bring the technology device back each time they return to the school or office.
14. Employees who take a technology device off school or district premises are fully responsible for any damage to or loss of the technology device. The employee is responsible for the cost of repair or the fair market replacement value (as determined by Table 1) of the damaged or lost technology device regardless of the circumstances.
15. It is the employee's responsibility to keep their assigned technology devices secure and protected at all times. The following suggestions include:
 - a. Use protective storage bags or carrying cases specifically designed for the respective technology devices.
 - b. Lock technology devices in cabinets or desks where possible.

- c. Use cable safety locks, or similar security devices, when necessary.
- d. Secure technology devices if you are temporarily leaving them unattended in any area, such as in a classroom or conference room.
- e. Avoid creating a trip hazard when plugging in technology devices for power.
- f. Use car trunks or other means to keep technology devices out of plain sight; keep car doors locked at all times.
- g. Be aware of extreme (hot or cold) temperatures in an enclosed vehicle that can harm the electronics of the technology devices.
- h. Keep drinks, food, lotions and other harmful materials away from the technology devices.

Damage/Vandalism/Loss/Theft

16. Damage, vandalism, loss or theft of a technology device while being used on-site during the course of a regular work day should be reported using the same procedures as with any other district property. If necessary under this circumstance, replacement is the responsibility of the school, except in the case of established employee negligence.
17. Procedures for reporting damage to a technology device:
- a. Immediately notify the issuing administrative authority.
 - b. Contact Jordan School District’s User Support line (567-USER) for repair.
- A technology device is declared beyond repair if the cost of repair is 50% or greater than the replacement cost.
18. Procedures for reporting loss, theft, or vandalism of a technology device:
- a. Immediately notify the issuing administrative authority.
 - b. In cases of suspected theft, a police report shall be filed.
 - c. File a Jordan School District “Lost/Stolen/Vandalized Fixed Asset Report” and/or “Vandalism and Burglary Report” as appropriate.
19. If the damage, vandalism, loss or theft of a technology device occurs off-site while under the direct responsibility of the employee, or in cases of established employee negligence while used on-site, the issuing administrative authority shall arrange to collect payment from the employee to cover the cost of repair or the fair market replacement value of the technology device; whichever is less. Payment from the employee may be collected through a payroll deduction process.
20. The fair market value of a technology device will be determined as follows:

Years of District Ownership	Fair Market Value as a Percent of Purchase Price
5 years or more	10%
3 to 5 years	25%
2 to 3 years	50%
1 to 2 years	75%
Less than 1 year	100%

Table 1

21. Under unique and extraordinary circumstances, an employee’s responsibility to cover the cost of repair or fair market replacement value may be reduced if documentation is submitted to and approved by the Deputy Superintendent of Business Services.

Jordan School District Technology User Agreement

Name: _____

School: _____

Asset Number: _____

Serial Number: _____

I acknowledge this technology device belongs to Jordan School District and is intended only for my individual school/district-related use. I have read the *Jordan School District Technology User Guidelines* and agree to abide by the terms and conditions of those guidelines including the following:

1. If necessary, I authorize Jordan School District to use a payroll deduction(s) to cover the cost of repair or fair market replacement value of the technology devices as stated in the guidelines.
2. I agree with the terms and conditions of *DP371- Employee Information Network Acceptable Use Policy* and have a current, signed *Acceptable Use Agreement* on file with the issuing administrative authority.

I understand that violation of the provisions stated in the guidelines may result in disciplinary action by the issuing administrative authority.

Employee Signature: _____ Date: _____

Issuing Administrator Signature: _____ Date: _____