

## **COMPUTER USAGE: LAPTOP COMPUTERS**

### **SECTION I: PURPOSE**

The Jackson Public School District recognizes that its teachers and administrative staff may need to use the district's laptop computers off-site, after hours, to complete a project or further the district's goals. While said usage is allowed, it must comply with the guidelines discussed below.

A teacher or staff member who seeks to use a laptop computer at his or her home must:

- Obtain approval from their principal or immediate supervisor;
- Complete a Jackson Public School District Hand Receipt and Usage Agreement on an annual basis; and
- Comply with all policies and guidelines outlined in the Jackson Public School District Property Accounting Manual.

Staff may only use computers for district purposes. An employee's failure