

SCHOOL DISTRICT EQUIPMENT

1. Staff members are responsible for the physical security of equipment assigned to them while employed with the District. Staff member must ensure that all equipment is properly protected from theft.
2. Mobile equipment assigned to the staff member must be transported in an appropriate carrying case and secured at all times.
3. Laptops and mobile technology equipment must be secured.
4. Laptops should never be left in an automobile. Extreme hot and cold temperatures can damage the electronics. Leaving a laptop in a vehicle also invites theft.

Adopted: 2/12/07
Revised: 10/27/08