

Care of Technology Equipment

Young Scholars 'School' Staff are responsible for:

1. Using each piece of school issued technology equipment for the purposes for which it was provided and in a responsible manner.
2. Providing care and security for school issued technology equipment, including computers, cell phones, air cards, tablets, projectors and any accessories to these devices, at all times in order to protect against damage, loss and theft. Young Scholars 'School' Staff should take particular care to secure any mobile equipment such as laptops, cell phones, air cards, tablets and accessories both at school and outside of school. Mobile equipment should be locked in a secure location or in the possession of the employee at all times and never be left unattended.
3. Making arrangements, for the return of equipment to the school at the end of the year, or when he/she resigns or is terminated from the school for any reason.

In the event that Young Scholars 'School' issued technology equipment is lost, stolen or damaged the employee who was issued such technology equipment should immediately inform the School Director, Chief of Staff and IT provider. The employee may be responsible for reimbursing Young Scholars 'School' for the cost of repair or replacement. If the staff member can provide adequate proof that the device was properly secured and cared for when it was damaged or stolen and that the damage or loss occurred on school property or while on official school business, the Chief of Staff will investigate the matter. If it is determined that the Staff member did provide adequate care and security as outlined in this policy and that the incident occurred on school property or while on official school business, he or she will not be responsible for reimbursing the cost.

Staff members are permitted to access school email and other school materials from a personal device. However, all personal devices used to access school email and materials must have a password. In the event that a personal device that was used to access school email is lost or stolen, the employee is required to immediately change their password to their school email as a security precaution. If the employee is unable to reset their school email password, they should contact the IT provider for assistance.