TECHNOLOGY - LAPTOPS

Background

The Division promotes the use of technology for learning. Leading by example is an expectation for all School Administrators, Division Leadership Team members and Trustees. With their diverse roles and range of responsibilities, these leaders are very mobile and require technology that can travel with them.

Procedures

1. Each Principal, Assistant Principal, Division Leadership Team member, and Trustee:

    1.1 Will be provided with the following Division-owned items:
    - 1.1.1 encrypted mobile computer (laptop);
    - 1.1.2 USB docking station;
    - 1.1.3 keyboard and mouse;
    - 1.1.4 monitor;
    - 1.1.5 2 power adapters; and
    - 1.1.6 carry bag (back pack, laptop bag, or a personal bag suitable for protecting a laptop).

    1.2 Must follow:
    - 1.2.1 *Technology (Internet\Network) Acceptable Use* (AP 140) administrative procedure
    - 1.2.2 *Technology Information Security* (AP 141) administrative procedure
    - 1.2.3 *Instructions for Care and Use of Division Laptops (Appendix 137)*

    1.3 Must bring their assigned laptop to division based meetings.

    1.4 Must keep laptops safe and secure.

2. Laptops are for employee use only.

Related APs:	Technology (Internet/Network) Acceptable Use	(140)
	Technology Information Security	(141)

Appendix 137: Technology - Laptops *(Instructions for Care and Use of Division Laptops)*