

EAST STROUDSBURG AREA SCHOOL DISTRICT

Laptop Use and Security

Administrative Regulation # 815-AR-1

This Administrative Regulation concerns the implementation of Policies # 815, Acceptable Use of the Communications and Information (“CIS”) Systems Policy (“Acceptable Use Policy”), and #830.1 Data Breach Policy, as well as any other School District policies that are applicable to your use of the laptop, and the peripheral devices, software, systems, information, data and records (the “Laptop Items”) (collectively the “Laptop” or “Laptops”) (“Policies”), and the attached Laptop Use and Security Consent Form (“Consent Form”). The Acceptable Use Policy, other relevant School District Policies and Consent Form are incorporated into this Administrative Regulation.

There is the risk that if computing system security vulnerabilities are left unsecured, the information and data stored on the Laptop, and/or personal computers, are susceptible to theft and/or exploitation. This Administrative Regulation, including the attached Consent Form, outlines the School District’s multilayer security strategy for defense against unauthorized access to School District Laptops. All individuals utilizing School District Laptops must comply with the School District’s Acceptable Use Policy, this Administrative Regulation, the other relevant School District Policies, the attached Consent Form, and the applicable law, as well as the directives of the administration.

The School District will provide Laptops to employees who can reasonably demonstrate that a Laptop will create efficiencies in the employee’s work and contribute to an increase in the employee’s productivity.

The School District’s Laptop is not the property of the individual employee. It is the property of the School District and should be managed accordingly.

1. Responsibility

The Director of Technology is responsible for developing, implementing, supervising, and revising this Administrative Regulation and the Consent Form. Additionally, the Director of Technology is responsible for responding to questions regarding this Administrative Regulation and Consent Form. For questions and comments: brian-borosh@esasd.net, (570)-424-8500.

All employees have a responsibility to comply with the School District’s Acceptable Use Policy, the other relevant School District Policies, this Administrative Regulation, the attached Consent Form, the applicable law, as well as the directives of the administration.

All employees must protect the Laptops, and they must report any misused, lost or stolen, damaged, and breached Laptop to the School District Police and ITEC office. The individual

will file the police report with the employer's assistance if the theft occurs off school district property.

The School District will not be responsible for the purchase, setup and support of the home wireless system. The home wireless system must have wireless security, current anti-virus, anti-spyware, and anti-spam software, and a firewall.

2. Notification

The Director of Technology is responsible for notifying all employees about their responsibilities relevant to Laptops, to provide the employees a paper copy of the Consent Form, and to obtain their signature.

3. Training

All employees will be provided training about the use and security of Laptops, which shall include, but not be limited to:

- a. Compliance with the Acceptable Use Policy, this Administrative Regulation, the attached Consent Form, and relevant policies and laws;
- b. Physical security and protection;
- c. Unauthorized access to Laptop information and data;
- d. Additional security and protection considerations; and
- e. Reporting guidance.

4. Consequences for Inappropriate, Unauthorized and Illegal Use

Employees must be aware that the violation of the Acceptable Use Policy, the relevant School District Policies, this Administrative Regulations, the attached Consent Form, the relevant law, as well as the directives of the administration may result in a variety of disciplinary actions, including but not limited to, warnings, loss of privileges, position reassignment, oral and written reprimands, suspensions (with or without pay), dismissals and/or legal proceedings.

Employees are responsible for damages to Computers, the network, equipment, Electronic Communications systems, and software resulting from accidental, negligent, deliberate, and willful acts. Employees will also be responsible for incidental or unintended damage resulting from negligent, willful, or deliberate violations of the Acceptable Use Policy, other relevant School District Policies, this Administrative Regulation, attached Consent Form, the relevant law, as well as the directives of the administration.

Violations may be reported to appropriate legal authorities, whether local, state, or federal law enforcement. The School District will cooperate to the extent legally required with authorities in such investigations.

Any and all costs incurred by the School District for repairs and/or replacement of the software, hardware, and data files and for technology consultant services due to any violation must be paid by the employee who caused the loss.

7. Form(s) Attached

ESASD Laptop Use and Security Consent Form