

Equipment Use Policy

To: Trumbull BOE Employees
From: Jeff Hackett Manager of Technology
Subject: Use of Equipment

You MUST comply with the following conditions regarding Tech equipment:

- ✓ **Absolutely NO PERSONAL EQUIPMENT** should be connected to the **Trumbull Public Schools network** (i.e., laptops, etc.)
- ✓ **Technology equipment is a tool for your job. All equipment is to be used for Educational Purposes Only--** (i.e., research, communication, lesson preparation and recordkeeping.)
- ✓ Absolutely **no** use of another employee's computer password(s) or account(s).
- ✓ During the day, when out of sight of the terminal, all staff must log off the terminal or lock the workstation. At the end of the day, all staff must log off the computer.
- ✓ **NO MOVING** of Technology equipment (computers, printers, etc.)
- ✓ Absolutely **NO LOADING** of software.
- ✓ **NO LOADING** of chat or messaging software of any kind
- ✓ **NO LOADING** of software on any computer that automatically or continually accesses the Internet for changes or updating (i.e., Webshots, screen savers, streaming video feeds, etc.)
- ✓ **While at work, logging on to AESOP to search for assignments is strictly prohibited.**
- ✓ Save all files (documents) relevant to the position you are subbing for on a *thumb* drive.)

If you have any questions regarding, use, please do not hesitate to contact Technology at ext. 4311.

Signature

Date