



Technology Loan Policy

Eligible Borrowers:

Lorenzo Walker Institute of Technology students who meet the following criteria are eligible to borrow technology from the Media Center.

- Currently enrolled student in adult post-secondary program
- Provide documentation of student status with LWIT Identification Card
- Provide a photo ID (driver's license, passport) while laptop or digital camera is in use.
- Be in good standing (academic, behavior, financial)

Loan Period:

Laptops and digital cameras loans are limited to Media Specialist availability.

Laptops are restricted to **Building One use only**. Digital cameras are restricted to campus grounds.

Laptops and digital cameras may be checked out for a period of **three hours** or less, depending on time of check-out.

Responsibility

Borrowers are expected to act in a lawful and respectful manner and are required to conform to the conditions of the District School Board of Collier County's Electronic Communications Use Policy.

Borrowers must read and sign an agreement informing them of their responsibilities and verifying the condition of the laptop at time of check-out. Patron must leave their photo ID with the Media Specialist.

The borrower to whom the laptop or digital camera is signed out will be responsible for any loss or damage that occurs before it is returned and processed in to the Media Specialist. The borrower will be responsible for up to the full replacement cost if the laptop or digital camera is damaged or stolen.

All user files or media must be saved before returning the laptop or digital camera to the Media Specialist. Once the laptop is restarted, any files saved to the hard drive will be erased. Once the digital camera is returned, all media will be erased. The Media Center will not be responsible for lost files.

Return of Laptops

Laptops and digital cameras must be returned directly to the Media Specialist and checked-in before borrower leaves. If a laptop or digital camera is left and not checked in by the Media Specialist, the borrower responsible for the laptop or digital camera will be subject to a \$10 fine and technology checkout privileges will be revoked. The check-in process will verify that the

equipment and accessories are in good condition and that no components are missing or damaged. This process may take 10 to 15 minutes.

In case of emergency evacuation please take the laptop or digital camera with you and return it to the Media Specialist when the building is safe to reenter.

PURPOSELY DAMAGING OR REMOVING SCHOOL PROPERTY IS CONSIDERED A CRIMINAL ACT. APPROPRIATE MEASURES WILL BE TAKEN.

Fines/Late Charges

A \$10.00 late fee will be assessed for each hour or portion thereof that the laptop or digital camera is returned beyond the due time. The maximum overdue fine will be \$45.



TECHNOLOGY USAGE AGREEMENT

Please read the following carefully before signing.

I understand that the use of technology systems shall be consistent with the mission, goals, policies, and priorities of LWIT and the District School Board of Collier County. I understand my rights and responsibilities as a user of this system.

I have read, understand, and agree to abide by the Electronic Communications Use Policy. I am aware that the misuse of the electronics communications system will result in disciplinary action, and I may be denied future access.

I understand that I am solely responsible for the laptop and/or digital camera and all accessories. I understand that I will reimburse the school for the cost of repairing or replacing this laptop and/or digital camera and its accessories if they are damaged, lost, or stolen while checked out to me.

I understand that laptop loans are limited to Building One only and cannot be removed from the Building One. I understand that digital cameras cannot be removed from the campus.

I understand I will not alter any settings or configurations on the laptop.

I understand that the loan period for borrowing a laptop or digital camera is for three hours or less. I also understand that laptops and digital cameras must be returned to the Media Specialist at the designated time. I will pay an overdue fine of \$10.00 for every hour or portion thereof that I do not return the laptop or digital camera to the Media Specialist by the designated time.

I understand that the school will not be held responsible for any damage or loss of data or media due to any cause using a Media Center laptop or digital camera.

I understand that campus wireless connections are not secure and I will take appropriate caution with personal information while using Media Center laptops.

By signing this document, I verify that I have read and understand the Technology Usage Agreement.

Name (print): _____

Signature: _____ Date: _____

PHOTO ID documentation:

Driver's license

Passport

Other

Item Checked Out: _____

Barcode Number of Item: _____

Time Out : _____

Time Due Back : _____

District School Board of Collier County, Florida
Rule No. 10/99

POLICY MANUAL SECTION: Instruction

POLICY NO: IIBGA

POLICY TITLE: **Electronic Communications Use Policy**

AUTHORITY FOR POLICY: FS 230.22, 230.23005(3)(a), 230.23005(9), 119.083

DATE OF ADOPTION BY SCHOOL BOARD: November 18, 1999

This policy replaces Rule No. 13/96, Policy No: IIBGA, Network Service Use Policy.

This policy outlines the acceptable uses of District Internet, Intranet, E-mail, computer systems and software, networks and any other computer or similar technology-based systems, both hardware and software, hereinafter referred to as "electronic communications systems."

This policy is applicable to all employees of Collier County Public Schools, its students, and all others granted access to or use of District electronic communications systems.

1. The District electronic communications systems are the property of the District School Board of Collier County. All communications, messages, attachments, correspondence, files, documents, and any other information transmitted, downloaded or otherwise received through use of such systems are the property of the School Board.
2. Access to electronic communications systems is provided solely for educational and operational purposes directly related to the mission of the District School Board of Collier County. All other use is prohibited.
3. Use of District electronic communications systems does not imply the right to privacy in any material sent, received, stored, resident, or otherwise existent on such systems. There are no personal privacy rights in the use of such systems. All information is subject to applicable public record laws.
4. Whenever appropriate to ensure adherence to this policy, the District reserves the right to monitor and disclose all electronic communications activities of any employee, student, or other user. Where there is any indication of a violation of this or any other District policy, the District has the capability to do the following:
 - a. Record access to the system, including successful and failed log- in attempts and log-outs.
 - b. Record incoming and outgoing file transfers.
 - c. Record terminal connections to and from external systems.
 - d. Record sent and received e-mail messages.
 - e. Record websites visited, including uniform resource locator (URL) of pages retrieved.
 - f. Record date, time, and user associated with each event.
 - g. Record any other use.

The Board also has the right and ability to inspect any and all files stored on the network or on computers or any other electronic systems that are the property of the District.

Use of District electronic communications systems by any District employee, student, or other person with access implies consent to such monitoring and disclosure.

5. All existing policies apply to the use of electronic communications systems, including but not limited to those that deal with equal employment opportunity, sexual harassment, information and data security, misuse of district resources, copyright, and confidentiality. Discriminatory, harassing, slanderous and offensive materials and messages are prohibited.
6. The confidentiality of protected student and employee data shall be maintained at all times. Disclosure, transmission, or any other unauthorized use of employee, student, or other protected material, information, or data through electronic communications systems is prohibited.
7. Electronic communications systems shall not be used to violate the laws or regulations of the United States or any other nation, or the laws or regulations of any state, city, county or other jurisdiction. Downloading, transmission, or any other unauthorized use of copyright and any other material similarly protected is prohibited.
8. Student access to electronic communications systems will be permitted only when access is an integral component of a specific educational program and only when authorized by the Principal or his/her designee. However, no student will be granted access to the District's e-mail system (GroupWise) or The Educational Resource Management System (TERMS).
9. Filters will be installed to attempt to restrict access to Internet sites that are sexually oriented and other objectionable sites. However, filters alone will not eliminate all possibility of access. Individual users are responsible to ensure their conduct and use of Internet and other electronic communication systems are consistent with the prohibitions of this policy.
10. Display of any kind of sexually explicit image or document is a violation of the District policy on sexual harassment. Sexually explicit material may not be archived, stored, distributed, edited, recorded, or downloaded using District network or computing services.
11. All employees, students, and any other users will consent to the terms and conditions of this policy or will be denied use of District electronic communications systems.
12. Abuse of electronic communications systems or failure to adhere to this policy will subject the user to disciplinary action.

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