Instruction

Use of Computers in Instruction

Off-Site Computer Use

To facilitate computer use by staff for instructional or administrative purposes, the Board of Education, through its Superintendent, will adopt and maintain procedures to authorize off-site computer use.

The building principal must authorize the borrowing of microcomputers, assorted computer hardware and software for use by staff members. This must relate directly to the instructional or administrative goals of the school system. Such loans of school equipment are subject to the following:

1. Instructional use shall be defined as practice in the use of software related to instructional programs, preview of instructional software, curriculum development or revision or development of instructional materials.

2. Computers cannot be taken from lab or network setups where substantial dismantling of components is required. Computers cannot be borrowed from the media center.

3. Computers, assorted hardware, and software may be borrowed over weekends, major school year vacation periods, and summer break. No item will be loaned if a disruption in educational programs result. Items must be returned so that they are available in working order for classroom use on the first day that classes resume.

4. The school district's insurance coverage will be in effect only if proper authorization is granted when borrowing computers, assorted hardware and software. The staff member will be held responsible and liable for damage, theft, or misuse of the borrowed equipment if such authorization is not obtained.

Policy adopted:　　　September 8, 2010　　　　　　　ANDOVER PUBLIC SCHOOLS
Andover, Connecticut