

STAFF LAPTOP PROTOCOL FOR PERSONAL EQUIPMENT

Maine School Administrative District #52 will allow access to their network by personal equipment if the following rules are followed.

- Staff must adhere to all guidelines stated in the MSAD #52 EMPLOYEE TECHNOLOGY AND INTERNET USE, Article GCSA -and EMPLOYEE TECHNOLOGY AND INTERNET USE RULES, GCSA-R.
- The staff member must supply all necessary hardware/software
- Up-to-date virus protection must be installed and running
- Responsibility for maintenance and repair of the equipment rests solely with the individual. Any damage to the equipment is the responsibility of the individual.

As it relates to privately owned devices being used in MSAD #52 facilities or on MSAD #52 network, wireless or otherwise, MSAD# 52 reserves the right to:

- Monitor all activity, either Internet access or intranet
- Make determinations on whether specific uses of the computer are consistent with the district's AUP.
- Deem what is appropriate for use of personal devices on district property or on MSAD #52 network
- Remove the user's access and suspend the right to use the privately owned device at any time it is determined that the user is engaged in unauthorized activity or is violating any policies. Violation of policy on personal devices may also result in disciplinary action in coordination with policies set forth by MSAD #52 Board of School Directors or by the individual schools.

I have read and consent to the above information. I am requesting that my privately owned equipment be used to access the MSAD #52 network. I understand that network access rights may be removed at any time. The information below must be completed and signed.

Brand name of Device _____ MAC Address _____

Operating System _____

Virus protection installed _____

Staff (signed) _____ Staff (printed) _____

Technology staff approval signature _____ Date: _____