

Adopted: November 20, 2013

Revised: October 24, 2018

Reviewed: May 26, 2021

## **BLUESKY CHARTER SCHOOL POLICY No. 3.3 PERSONAL ELECTRONIC EQUIPMENT USE FOR SCHOOL BUSINESS**

### **I. PURPOSE**

BlueSky Charter School will, when feasible, attempt to accommodate staff who would wish to use their personally owned workstations and laptops in the performance of their duties. As such, it is the responsibility of each employee who desires to access BSO's teaching, curriculum, enrollment, and other services to use them appropriately and in compliance with district policies, applicable laws and BlueSky Charter School's Personal Computer Use for School Business Agreement.

### **II. POLICY STATEMENT**

- A. BlueSky Charter School will examine and will have final approval over all equipment to be used in lieu of school supplied equipment. Make, model, OS, memory, etc. must be approved by BlueSky Charter School IT staff.
- B. Employee will purchase, install, and keep current anti-virus software, brand to be approved by IT staff.
- C. Employee will create and use a separate password secured profile/user account for all Bluesky Charter School work. All reasonable care will be taken to secure student data.
- D. BlueSky Charter School is not responsible for any support of non-district equipment or any possible damage the connection to BlueSky Charter School network may cause. BlueSky Charter School assumes no responsibility for costs associated with loss or damage to any personal laptop computer and its associated peripheral equipment.
- E. It is the responsibility of each employee to use these services appropriately and in compliance with district policies and applicable laws. Equipment and/or software that interferes with the reliable operation of the BlueSky Charter School network and its systems or that attempts to bypass security and capture data is not allowed.
- F. The employee will install BlueSky Charter School supplied software with allows

BlueSky Charter School IT staff to have anytime remote access to the personal machine and the BlueSky Charter School work profile/ user account.

- G. The employee must sign BlueSky Charter School's Personal Computer Use for School Business Agreement. This will be done upon hire and each time there is a revision to this policy.