

**6030 (GBEFF)**

**Staff Computer Software and  
Hardware Use**

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**Personal Computer Equipment Use (Staff):**

The use of staff owned personal computers is permitted in the School District with prior authorization of the Technology Director or designee. The use of staff-owned equipment is subject to annual verification of the latest operating system patches and virus protection per the District's Data Governance Plan, Policy 2294 (EHAB) Data Governance and Security. Internet access will be limited to the "guest" Wi-Fi network. Access is a privilege and can be revoked at any time and without notice. The maintenance and repair of staff-owned personal computers is the responsibility of the owner of the system.

The use of personal printers by staff is allowed, provided:

- they are connected local only (i.e., no network or Wi-Fi connected printers),
- firmware/software is up-to-date,
- toner or other consumables are not the responsibility of the District,
- and the maintenance, repair, and troubleshooting related to the printer is the sole responsibility of the employee.

**District Issued Technology (Staff):**

Staff may be issued various devices in order to perform their specific job duties. The staff member agrees to take responsibility for the reasonable care and safekeeping of the device(s) during the staff member's term of employment. The Milford School District retains liability for maintenance or loss of the device(s) due to theft or catastrophe, except if caused by negligence or willful actions of the staff member. In the event of loss or damage, the staff member agrees to cooperate fully with the District, its insurance agent, and insurance carrier to provide complete information regarding the loss or damage. Staff members further agree to refrain totally from using any software not provided in advance by the District and are responsible for becoming familiar with the operation of the equipment.

Before removing any hardware from the District, the staff member must fill out and sign the current Technology Receipt Form provided by the Information Technology Department at the time of device deployment to the staff member.

Staff users of District computers are expected to respect the District's property and be responsible in using the equipment. Staff are to follow any District instructions regarding maintenance or care of the equipment. Staff members may be held responsible for any damage caused by the staff member's intentional or negligent acts in caring for district computers under the staff member's control. The District is responsible for any routine maintenance or standard repairs to district computers. Staff members are expected to timely and properly notify the District of any need for service.

Staff members are not to delete or add software to District computers without District permission. Due to different licensing terms for different software programs, it is not valid to assume that if permission is given to copy one program, then it is permissible to copy others. The use of non-licensed or "pirated" software is strictly prohibited.

Adopted: July 1985

Revised: March 1989, January 1999, November 2007, May 2025

Related Policies: 2295 (GBEF), 6020 (JICMN), 2292 (JICMM)