



Policy #: IT.003– Head Start Laptop & Portable Devices

Governed by: IT Administration

Approval Date: November 1, 2016

Last Updated: November 1, 2016

Purpose: Head Start Laptop and Portable Devices Security

Head Start Classroom Laptop and iPad, Portable Devices Policy

This policy addresses the necessary actions to be taken by all Head Start employees who have been issued or given permission to access a Head Start classroom laptop or any portable device such as the classroom assigned iPad devices.

Summary

All Head Start (all ECD, UPK) employees granted usage of any Head Start classroom laptop or classroom issued iPad or any other portable device are responsible for the physical security of the device issued at all times. All Head Start classroom laptops and classroom-issued iPads or portable devices acquired for or on behalf of CEO are deemed to be company property.

Procedure

Head Start employees must be aware of and responsible for securing all classroom laptops and iPads or portable devices they have been issued. Head Start employees must be ever mindful of where the device is kept and ultimately its security at all times it is in their possession.

Head Start laptops and iPads are primarily for classroom use only and must be returned at the end of each day to the designated mobile charging and lock cabinet for iPads and classroom laptops. Any Head Start classroom laptop or iPad should only be removed from its secure location by the employee it is assigned to or by a manager/supervisor or member of CEO IT Staff.

Managers are responsible to establish and implement security procedures for all devices assigned to their building. Any classroom laptop, iPad or portable device that will not be used for any considerable amount of time must be locked out of sight in the designated secure cabinet the device is assigned.