



Teacher Laptop Policy and Procedures

Eligibility

All full time teachers are allowed usage of a District-Owned asset (Teacher Laptop) while employed by the Jefferson Parish School System. The laptop is intended for instructional/professional use only.

Laptop Distribution Process and Requirements

Teacher laptops are distributed by the Department of Technology at the West Bank Repair Shop located on the first floor of the Administration Building Annex at 4600 River Road, Marrero LA 70072, or the East Bank Repair Shop at the Paul Emenes Building located 822 South Clearview Parkway, Harahan, LA 70123. Laptops may be picked up during the hours of 7:30 a.m. - 4:30 p.m.

Appointments are not required.

An employee number and a picture ID are required.

Teachers are required to electronically sign a “User Agreement Form” in acceptance of the responsibility for the asset, the usage terms, and the Policy and Procedures.

The electronically signed “User Agreement Form” and the “Policy and Procedure Form” are automatically emailed to the employee upon receipt of the asset.

Repair Process

Should an asset require service and is brought to the Technology Repair Shop, the asset is scanned and checked into the repair shop transferring responsibility of the asset to the repair shop. A “Repair Shop Ticket”, electronically signed by the receiving technician, is printed and issued to the employee. When the repaired asset is picked up, the employee must electronically sign for the asset taking responsibility again and is automatically emailed a “Repair Shop Asset Pickup Acknowledgement Form”.

Loss or Theft Process

If a District-Owned asset is lost or stolen, the employee must notify:

- The employee’s Principal, Supervisor or a designee,

- The police and file a police report, pressing charges where appropriate,

- The Technology Department by filling a report online at:

- <http://jpschools.org/departments/technology/laptop-initiative-loss-theft-report-form/>

- The Principal, Supervisor or a designee and the Technology Department if the asset is recovered

When available, an asset recovery service will be used to trace the asset. The police and the District Attorney will determine probable cause for the charges and /or arrest. All personnel are required to appear in court if subpoenaed in such matters.

Teacher Reassigned to a Different School

The Technology Department assigns a laptop directly to a teacher and the teacher is personally responsible for the laptop. Teachers reassigned to a different school must take their laptop with them to the new school.

Extended Leave, Sabbatical or other Extended Temporary Separation from the District

Upon any extended leave, sabbatical or other extended temporary separation from the District, all “District-Owned” laptops must be returned to the Technology Department.

Separation of Employment

Upon separation of employment from the Jefferson Parish Public System for any reason, all District-Owned assets must be returned in acceptable, reusable conditions, excluding normal wear and tear.

Teacher laptops are to be returned directly to the Department of Technology as part of the employment separation process. The teacher and a Technology Department representative will electronically sign the “Asset Return Form”. A copy of the form will be printed and given to the exiting employee.

Laptops not returned are reported to the local authorities for assistance with recovery.

Schools may not reassign a laptop to a new teacher. All laptops must be returned to the Technology Department.