

STANDARD OPERATING PROCEDURES EDUCATOR WORKSTATIONS

Purpose: To establish procedures for use of Educator Workstations.

Applicability: Staff using Educator Workstations

Procedures: The Educator workstation consists of the following components: a laptop computer, monitor, replicator port, wireless keyboard, wireless mouse, and locking cable.

1. Educator workstations become the property of the school to which they are issued. The laptop should be placed on the Accountable Records (DPAS). The remaining components should be signed for on a durable property receipt (HR).
2. The laptop component of the Educator workstations can be issued beginning on the first day of educator's return to duty and will be returned to the School Support Assistant (SSA) NLT than the last day of school before summer recess. The SSA will provide a secure location during the summer break for the laptop component. The monitor, replicator port, locking cable, wireless keyboard and mouse will be secured in educator's classroom. The school principal can make an exception to allow the educator to check out the laptop during the summer break.
3. Teachers receiving a workstation will use it in place of their current desktop computer. Current desktop computers should be redistributed within the school based on the technology committee's recommendation and administrative review and action.
4. If the laptop component of the workstation is taken from the school, it should be returned on a daily basis unless it has been signed out on a hand receipt with supply. All use away from the school should be for professional/educational purposes only. If it is being taken from the school for more than one week, the teacher should put in a Service Desk ticket with the machine name and the dates the laptop will be out of the building.
5. If any of the components are damaged, a service desk ticket should be submitted via the service desk.
6. If any of the components are lost or stolen, a report of survey is required and should be submitted to the District Property Book Officer (DPBO) at the DSO. Staff may be held liable if loss or damage is due to negligence according to the DoDEA "Material Management Manual," DoDEA 4100.2M.

// original signed //
DR. DELL MCMULLEN
Superintendent