

~~Nashua Board of Education Confidential - For Internal Use Only - Not for Distribution - No Access to this file by the public - If you have a copy of this document, please delete it from your system. If you have a hard copy, please destroy it. If you have a copy of this document, please delete it from your system. If you have a hard copy, please destroy it.~~  
**exception to this policy must receive prior approval by the Superintendent.**

- NRT systems may not be used to solicit or proselytize for commercial ventures, religious or political purposes.

- Teachers and other staff members shall use e-mail only for educational and professional purposes, except as noted above.
- Communications over District e-mail accounts are not private. The District reserves the right to monitor traffic passing through its system. Ordinarily, this would be done only if the District suspects activities that do not comply with applicable laws or this policy.
- Use of e-mail for personal solicitation and benefit (for example, an e-mail sent out to staff advertising an apartment for rent) is strictly prohibited.
- Users should use extreme caution when communicating sensitive information using electronic mail.
- Access to District e-mail and all NRT systems will be terminated when an employee ends employment with the District.
- District employees shall take all necessary measures to maintain student privacy and protect student confidential information when using the District’s NRT systems.

**Procedures for the Use of District Loaned Laptop Computers**

Laptop

Nashua School District provides laptop computers to faculty and staff members for school-related business. It is not intended as a replacement for, or use as, the employee’s personal computer. Use of the laptop should be in compliance with the Nashua School District’s published acceptable use policies (EHAA), and all applicable federal, state and local laws, rules and regulations.

Ownership of the Laptop

- Ownership of the laptop computer shall remain with the Nashua School District. Laptops and related equipment shall be returned when an individual’s employment with the District terminates or sooner if requested to do so by the District.

Computer Configuration and Software Licensing

- The laptop will be configured with a standard suite of programs. It is possible that the content area or grade level supported will require unique programs. Users may make changes to the configuration of their laptop with permission of the IT Department. These changes may include installing software, adding printers or changing web browser setting.

•

U

