Agency Computer Guidelines

Electronic devices—including laptops, iPads, and other Agency-issued technology issued to employees should be used for Agency related business.

a. Do use the device for Agency related business.
b. Do check with technology staff before you download and install *new* application software (not including extensions or add-ons) that is not now on your device. If in doubt about downloading an update of current software on your device, ask a technology staff member.
c. Do not download music, movies, games, photos that are not work related. Such activity is not only inappropriate but may also consume valuable network bandwidth and storage capacity. Do not load personal pictures onto the device other than one to be used as a desktop.
d. Do use screen savers supplied with the operating system. Do not download screen savers from the Internet. They are the major cause of spyware and viruses on our devices.
e. The employee is responsible for any actions associated with the device.
f. Make sure to adhere to the Agency copyright policy 111.4 (http://policies.aea267.k12.ia.us/policies/194) and AUP policy 101.4R1 (http://policies.aea267.k12.ia.us/policies/165)
g. If you have problems with your device, please contact AEA technology staff.
h. The Agency retains the right to charge employees for damage of agency equipment due to misuse and/or abuse.

If a technology staff member finds inappropriate items as outlined above they will:

- 1st time- talk to the person
- 2nd time- talk to person and their supervisor
- 3rd time- limit user privileges to add programs or other materials

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