



**Policy: 8.01**

**SUBJECT:                    COMPUTER HARDWARE/SOFTWARE AND OFFICE EQUIPMENT USE POLICY**

**Supersedes:**                Policy 10.10 (2000)  
**Effective:**                    September 8, 2008  
**Page:**                         1 of 2  
**Approved by:**             Detroit Board of Education

**1.0    Policy**

The District provides computer hardware, software, and other office equipment for employees to perform the various tasks associated with their respective jobs. All hardware, software, and other equipment assigned are District property and may be reassigned and used by other employees authorized by the principal and/or administrator.

The District requires employees to observe the following rules regarding the use of assigned computer hardware, software, and other office equipment:

- 1.1    Employees shall use assigned computer hardware, software and/or other office equipment for the sole purpose of performing work required by the District and not for their personal use, commercial gain, or benefit.
- 1.2    Employees shall not share their security password with any other person, with the exception of the network administrator or other authorized personnel of the District.
- 1.3    Employees shall not use screen saver passwords or any other password that will not allow the system to boot to the desktop.
- 1.4    Employees shall only use password documents within their specific folder.
- 1.5    Employees shall backup critical files and documents on a routine basis to a diskette for recovery purposes.
- 1.6    Employees shall sign off from the AS/400 and/or Server access when away from their respective workstation(s) (out of sight of the workstation).
- 1.7    Employees shall not set-up and use dial-up E-Mail accounts (AOL, etc). All E-Mail shall be through the District's network.

**Attachments to Policy 8.01:** Computer Hardware, Software, and Office  
Equipment Agreement

**Legal References:** None

**Labor Contract References:** None