

**Blue Hill Consolidated School  
Maine Learning Technology Initiative (MLTI) Staff Policy**

1. Every professional staff member who works directly with seventh and/or eighth grade students is eligible to be assigned a MLTI laptop for his/her use while working with seventh and/or eighth grade students at Blue Hill Consolidated School.
2. Staff members acknowledge that their use of the MLTI laptops reflects upon the program as a whole and their individual actions can either harm or benefit that program.
3. Staff members are expected to treat their assigned MLTI laptops with care and respect, and to keep them clean and well protected from damage. Staff members will be held financially responsible for any damages incurred as a result of misuse or neglect requiring repair or replacement. Staff members will not be expected to participate in some form of insurance coverage.
4. The technology coordinator is responsible for all upkeep, maintenance, and technical support of the MLTI laptops.
5. Staff members may not disable or modify any of the MLTI laptop's core settings, including networking, monitoring/reporting, printing, and other system settings without permission from the technology coordinator.
6. Staff members are not permitted to download, install, or execute any applications or software not preinstalled on the laptop at the time of issuance without permission from the technology coordinator.
7. It is the responsibility of the staff member to immediately report a damaged, lost, or stolen MLTI laptop to the technology coordinator.
8. Only the technology coordinator, principal, and the lead teacher may have the administrator password to assist in troubleshooting matters for other users.
9. Illegal usage or any other actions of a user that break any local, state, or federal laws will be handled by local law enforcement and school administration.