

OFFICE PROCEDURES 2011-12

THE OFFICE PROCEDURES ARE IN ALPHABETICAL ORDER. THIS PACKET HAS THE ANSWERS TO QUESTIONS YOU WILL HAVE ABOUT WHAT TO DO AND HOW TO DO IT AT LADSE. IT WILL SAVE YOU TIME, ENERGY, AND POSSIBLY MONEY TO DO THINGS CORRECTLY THE FIRST TIME, AND WILL GREATLY ASSIST THE SUPPORT STAFF WHO PROCESS THE PAPERWORK. THANK YOU.

PAY SPECIAL ATTENTION TO BOLDED INSTRUCTIONS WITHIN AN ITEM.

A BSENCES

- Call LADSE and leave a message with your name and reason for absence in *Lynn Kral's* voice mailbox – 708-482-1154 is her direct number.
- Also call your supervisor and/or program site when you have an unplanned absence.
- Upon return to work, **immediately** fill out an absence form (available in the reception area and on the LADSE website) and submit to your supervisor for approval.
- Submit form to Lynn Kral.
- Request for a planned absence should be submitted to your supervisor for approval as far in advance of the requested days as possible.

B ENEFITS, FORMS AND INFORMATION

Judy Booth (708-482-1191) located on the 1st floor of the administration building – 1301 W. Cossitt Avenue, LaGrange.

B UILDING ACCESS

The west back door is usually opened by 7:30 a.m. The front door and the switchboard open at 8:00 a.m. and close at 4:30 p.m.

C OMPUTERS

File Management

In order to provide an organized computer file system easily accessible to all, please observe the following procedures.

- Save personal folders to your F Drive – only accessible by person who saved them. The F drive will have your user name next to it. Access this by double-clicking on “My Computer” from the desktop.
- Folders you want to share with others should be saved in the H Drive – “Shared” drive. Access this by double-clicking “My Computer” from the desktop. All files in the H Drive must be in dated and named folders. Please use the “name-year” format for naming folders, e.g. for the school year 2011-12 – “Reports FY12,” etc. Folders will be maintained on the H Drive for the current and previous school year only.
- **DO NOT USE THE C DRIVE FOR SAVING FILES.**

Computer Ink Cartridges - To order replacements (questions/help - jpieta@ladse.org)

- Log onto the LADSE web site: www.ladse.org (Employee Center top right of page – Quick Links – Ink request)
- Type the 4-digit LADSE asset tag number located on the printer
- Select black or color ink
- Confirm information and submit order
- The system automatically creates a P.O. for the ink ordered and forwards this information to Ellen Busch.
- Ellen places an order once a week for all ink orders
- Our contracted vendor delivers ink directly to the requester.

Laptops & PCs IMPORTANT – SEE POLICY ATTACHED

Laptops are available for your use in the West Commons – DO NOT REMOVE. They are in the top of the file cabinets along the wall. Please return the laptop to the file cabinet when you are finished. There is wireless access to printers. The default printer is the “Big Copier” located in the copy/mail room. Printing to the Big Copier is the most economical way of printing...please do this whenever you are able. If you need software that is not owned by LADSE, please discuss with your supervisor. **DO NOT INSTALL ANY UNAUTHORIZED SOFTWARE ON ANY LADSE COMPUTER.**

C OPY MACHINES

Downstairs OCE Copier

Each department has a copy code number. Enter this number before making copies. If you want a large job copied for you, your department’s educational support person can assist. Please provide as much lead time as possible so job can be returned to you in timely manner. You can send documents to be duplicated/printed from your computer directly to this copier. It is called “Big Copier” on the print pull down menu. Directions for printing your documents after they have been sent to the copier are posted by the copier. There is no ink cartridge used so this is the preferred and most economical way to print documents. You are **STRONGLY** encouraged to print to the big copier whenever possible.

For upstairs copier

This machine is intended for making a few copies. It is expected that everyone will use the downstairs OCE copier for larger copying jobs.

C ONTRACTUAL SERVICES/VENDORS

*Arrangements for Speakers **MUST BE MADE** through the Professional Development Unit.*

- To hire an outside speaker/consultant, complete a *Contractual Service Agreement* form (in vertical bins outside of the Human Resources office) and obtain your program administrator's signature.
- It then goes to the professional development coordinator, the business manager and the executive director for signature (**ALLOW PROPER AMOUNT OF TIME FOR THIS PROCESSING**). After all LADSE approvals are secured, you are then responsible for obtaining the vendor's signature.
- The Business Office keeps contracts and forwards a copy back to originator to return to vendor.

Paying the Vendor

- Completing a *Contractual Service Agreement* form does not initiate payment. The vendor **MUST** submit an invoice to the Business Office requesting payment.

C USTODIAL SERVICES

To request custodian assistance for anything in the LADSE building or off site, e.g. making a repair, moving equipment, etc:

- Complete a *Maintenance/Courier Service Request* form which is in the vertical bins above the mailboxes in the reception area and on the LADSE website. Submit to Don Leonard, Business Office.

E MAIL - OUTLOOK

Every staff member is assigned an e-mail address. It is your first initial and your entire last name @LADSE.org. **IT IS EXPECTED THAT E-MAIL BE CHECKED DAILY** as administration uses e-mail to communicate with staff.

SET UP AND USE

From inside LADSE:

- Log into any computer with your username (Your user name is your first initial followed by your last name, no spaces, dots, or commas.)
- Leave the password box blank.
- Click the OK button. For set up, a message will appear asking you to create a password.

From Outside of LADSE

- Make sure the computer is connected to the internet
- Open Microsoft Internet Explorer
- Type the following web site address: <http://www.ladse.org>.
- Click on the e-mail link at the bottom of the page
- If you are unable to remotely connect with above directions, it may be because of setting on your computer may be blocking access. Jeff Pieta has instructions to remove/remedy the problem.

PASSWORD FOR YOUR EMAIL

- Minimum length of 6 characters
- It can't contain the user's account name or parts of the user's full name that exceed 2 consecutive characters.
- It must contain characters from 3 of the following 4 categories:
 - Uppercase characters (A-Z)
 - Lowercase characters (a-z)
 - Base 10 digits (0-9)
 - Non-alphabetic characters (!, \$, #, %)

SENDING GROUP EMAILS

The instructions for sending an e-mail to a group are at the end of this packet. Please keep these directions.

EMERGENCY CLOSING

TEACHERS' RESPONSIBILITIES

Because there are so many different scenarios that can occur with emergency closings, it is difficult to have one policy. However, the following procedures will be followed for emergency closings of LADSE and/or its member districts.

- Teachers are required to have an updated copy of class lists at their homes.
- When a teacher is notified of an emergency school closing, she/he is expected to immediately call parents of her/his students and relay the pertinent information.
- In addition, teachers must call their paraeducators and inform them of a school closing.

LADSE STAFF PROCEDURES - EMERGENCY CLOSING

- Staff members should ask to be included on the calling trees of districts in which they work so they are notified in a timely manner of school closings.
- Staff members should be proactive in seeking information from district/LADSE websites and media sources (radio, TV, internet) – See NOTE below. They should become familiar with a district's emergency closing procedures.
- LADSE building closures will be posted on LADSE's website and announced on the LADSE phone answering system.

Reporting for Work – Emergency Closing – (Options with approval of supervisor)

1. Make the day up in the school/district which has declared an emergency closing
2. Report to work at the LADSE administration building (if open)
3. If assigned to more than one district/school, work in another location that is open
4. Loss of day's pay (paraeducators)

NOTE: Emergency Closing Center – 847-238-1234 or www.EmergencyClosing.com. On this website you can check on emergency closings and/or you can sign up for personalized email notification of a facility's status.

FORMS

Professional Development (PDA), absence, time sheets, mileage logs, etc. can be found in the reception area and in the Employee Center on the LADSE web site. Employment, medical/benefits forms are outside of the Human Resources Office and on the Blue Cross/Blue Shield web site – www.bcbsil.com

MAILBOXES

For staff with offices on the main floor, mailboxes are in the reception area. All other staff mailboxes are in the hall outside of the West Common on the lower level. Your supervisors and colleagues use these mailboxes as a means of communicating with you. It is your responsibility to check your mailbox, so please do so regularly.

MILEAGE REIMBURSEMENT

Reimbursement **MUST** be submitted by the 15th of the month (e.g. submit by October 15 for reimbursement for the month of September) to guarantee you will be reimbursed.

- The IRS mileage rate as of August 15, 2011 is on the reimbursement schedule on the LADSE website)
- Forms can be found in the reception area & on the LADSE website – Employee Center.
- Obtain written approval from your program administrator and send to the Business Office.

PAYROLL

Judy Booth (708-482-1191) - located on the 1st floor of the administration building.

PERSONNEL

Joyce Johnson (708-482-1165) - located on the 1st floor of the administration building.

PROFESSIONAL DEVELOPMENT (PDA)

Fill out and submit for approval to attend a professional development activity (i.e. conference, workshop, regional or state professional organization meeting...*even when sponsored/presented by LADSE.*)

Failure to obtain appropriate approvals prior to conference attendance may result in denial of time and/or reimbursement of expenses.

- Complete *PDA* form which is in the vertical bins above the mailboxes in the reception area and on the LADSE website in the Employee Center.
- Give completed *PDA* form to your program administrator for approval.
- Your program administrator forwards the PDA request to Dr. Wernsing for approval.
- It is then forward to the professional development coordinator who assigns a PDA number and it is returned to you. **IMPORTANT**...The *PDA* number from this form **MUST** be on the *Request for Reimbursement* when/if you submit for reimbursement.

REIMBURSEMENT – TRAVEL/CONFERENCE

See Employee Center on the LADSE website – www.ladse.org – for mileage rates, per diem for food, and approved rates for in- and out-of-state accommodations

STAFF SCHEDULES

Each professional staff member must fill out a *Weekly Schedule 2011-12 School Year* form (you will receive at your unit meetings; form also on LADSE website) and give it to Lynn Kral, the receptionist, by **September 7**. It is very important that we know how to reach you for personal and work related issues. Also, please report changes in your schedule approved by your supervisor to Lynn ASAP.

SUPPLIES

We do not stock supplies at LADSE. We have a contract with Warehouse Direct and receive a significant discount on ALL items. It is expected that all supplies are ordered from Warehouse Direct. You must use the approved “item list” for items that are on that list. This can be accessed on the LADSE website in the Employee Center. To order items not on the approved “item list,” use the catalogs. Item lists and catalogs are available in the West Commons, the reception area, the Business Office. Supplies are normally delivered in 48 hours.

THE FOLLOWING PROCEDURES ARE NOT AN OPTION. IT IS EXPECTED THAT YOU PLAN AHEAD FOR PURCHASES AND USE THE PURCHASE ORDER SYSTEM FOR EVERY PURCHASE. YOU WILL NOT BE REIMBURSED FOR THINGS PURCHASED WITHOUT A PURCHASE ORDER WHICH HAS BEEN APPROVED PRIOR TO A PURCHASE.

FOR PURCHASE ORDERS FOR WAREHOUSE DIRECT

- Complete a goldenrod purchase order form which is in vertical bins outside the Human Resource Office. Full information concerning quantity, description, catalog numbers, page number, brand name, date needed, and price (estimated) shall be included on the form - **must be typed or printed** as this becomes permanent record of purchase.
- When ordering for a classroom, NOTE direct delivery to that site. If items for off site locations are delivered to LADSE, the person ordering will have to pick them up; they will not be brought to you.
- Give completed form to your program administrator for approval.
- Program administrator assigns account number and forwards to Ellen Busch.
- Ellen Busch obtains required signatures, assigns a purchase order number, and places the order.
- When item arrives, Ellen logs in for billing and then forwards to person who ordered the item.
- **If item is shipped off site, employee receiving item must notify Ellen ASAP so she can authorize vendor payment. This will keep us in good standing with our vendors as bills are not paid until items are received.**
- Please notify Ellen **IMMEDIATELY** if order is not correct.

FOR PURCHASE ORDERS OTHER THAN WAREHOUSE DIRECT

- Complete a goldenrod purchase order form which is in vertical bins outside of the Human Resource office. Full information concerning quantity, description, catalog numbers, page number, brand name, date needed, and price (estimated) shall be included on the form - **must be typed or printed** as this becomes permanent record of purchase. Vendor may be changed to confirm to best purchasing practices.
- When ordering for a classroom, NOTE direct delivery to that site. If items for off site locations are delivered to LADSE, the person ordering will have to pick them up. They will not be brought to you.
- Give completed form to your program administrator for approval.
- Program administrator assigns account number and forwards to Ellen Busch.
- Ellen obtains required signatures, assigns a purchase order number, and places the order.
- When item arrives, Ellen logs in for billing and then forwards to person who ordered the item.
- **If item is shipped off site, employee receiving item must notify Ellen ASAP so she can authorize vendor payment. This will keep us in good standing with our vendors as bills are not paid until items are received.**
- Please notify Ellen **IMMEDIATELY** if order is not correct.

T AX EXEMPTION

LADSE is a tax exempt organization. You should not pay taxes on any items purchased for LADSE. Copy and use the Tax Exempt letter on the LADSE website in the Employee Center. **TAXES WON'T BE REIMBURSED TO YOU.**

T ELEPHONES

The 1000 and 2000 extension numbers are connected to a physical phone. The 3000 extensions are just voice mail and are not connected to a phone instrument. During working hours all calls are answered by the receptionist and then transferred to staff. Personal phone calls are discouraged. If someone needs to reach you, instruct family members or other frequent callers to use **708.482.1199**. This bypasses the switchboard and allows the receptionist to do her job of answering business calls. When using the 482 number, enter the desired extension number as soon as the message begins. You should also use this 482 number to remotely retrieve your own voice mail messages. See "Voice Mail" below.

TO TRANSFER A CALL

1. While you are on the call, press the transfer button. (The system puts the incoming call on hold.)
2. When you hear the dial tone, dial the number to which you want to transfer the call.
3. You can wait for the person to whom you are transferring the call to answer and speak to them before hanging up; or you may dial the extension and hang up.
4. Once you hang up, the call is connected to the other number.

TO ACCESS LADSE PHONE/VOICE MAIL DIRECTORY

On the Internet

1. Go to Internet Explorer
2. <http://phones.ladse.org>
3. Click on User
4. Type in your extension number for username and then your voicemail password
5. Click on Directory tab on top right
6. Click icon for the printer near the bottom to print

From a Building Phone

1. There are 4 directional arrows on the top right corner of the phones
2. Press the down arrow twice
3. Display window will show a carat pointing to directory
4. Press the button below the Directory word
5. Press the down arrow on the top right corner which will display names alphabetically, or
6. Press a number/letter button to go to 1st letter of last name of person you want to call, e.g. 2abc button, press once for a's and then scroll through the a's using that same down arrow on the top right corner of the phone. Press 5jkl button twice for the k's, etc.
7. When you have correct number, press the 1st button (left hand side) under the display and you will be connected with the person/voice mail

TUITION REIMBURSEMENT (Collective Bargaining Staff)

You must be a full-time collective bargaining employee for one year before you are eligible to apply for tuition reimbursement. The “Request for Tuition Reimbursement” forms are at the LADSE administrative center, on the LADSE H: drive – Human Resources; Tuition Reimbursement & Lane Change Form, and on the LADSE website in the Employee Center.

The Tuition Reimbursement/Lane Change Form

- This form is used to request tuition reimbursement or to have the HR department review a course and determine whether or not it meets the criteria for lane change, or for both purposes.
- Mark on the form whether it is for tuition reimbursement and/or lane change, have your supervisor sign.
- For tuition reimbursement, when you complete the coursework, to receive the reimbursement three things must be provided to Lois Miller. **To save yourself the trouble of finding later, the first two things can be submitted to her along with the TR form.**
 - **Proof the cost of the course. This is in your paper/electronic course listing. It must say the per-hour cost of the course, or the total cost for the number of hours, not including any extra fees.**
 - **Proof that you have paid for the course, e.g. copy of the receipt from the school, your credit card statement, or cancelled check.**
 - Grade for the course. It is not necessary to submit an official transcript, just an official grade posting, possibly online or what you receive in the mail.

IMPORTANT information about tuition reimbursement.

See page 26 of the Collective Bargaining Agreement and/or the back of the TR form to review the complete requirements and benefits available to you. Forms are on the LADSE website.

Following is an explanation of the funds available and how they are used...

- The \$18,000 per year available for tuition reimbursement is divided into three periods: summer, fall, winter/spring, \$6,000 for each period.
- To be eligible to be considered for the summer period - class must be before or in September.
- To be eligible to be considered for the fall period - class must end before or in January of the next year.
- To be eligible to be considered for the winter/spring period - class must end before July 1. *All complete paperwork - the three things mentioned above; grade, proof of payment, course listing - for the winter/spring period must be submitted to Lois Miller by June 10 to be eligible to be paid in that current fiscal year.*
- For each period, when everyone who has applied for reimbursement has submitted the necessary paperwork to prove they have met the criteria for the reimbursement, the amount to be paid to each person is determined and processed through the business office.
- If there are more eligible requests for reimbursement than there is money, each person receives a proportionate share of the funds available.

Voice Mail

Make it a practice to check your voice mail frequently throughout the day. The system can only retain up to 30 messages, so to avoid callers getting a message that your voice mailbox is full, please delete messages in a timely manner. Messages are automatically deleted when they are 30 days old.

Voice Mail Set Up

1. Pick up the handset and press the blue button with picture of an envelope above it.
2. Press *
3. Dial your extension
4. Follow the prompts

To Retrieve Your Voice Mail at LADSE

1. Press the blue button on the phone.
2. Press *
3. Dial your extension
4. Enter your password
5. Press #
6. Follow the prompts

To Retrieve Your Voice Mail Remotely

1. Dial 708.482.1199.
2. The system will answer with a message and you immediately press **
3. Enter your extension/mailbox number
4. Enter your password and press #
5. Follow the prompts

To Call or Leave Messages for Co Workers From Outside

1. Dial 708-482-1199.
2. As soon as message begins, dial the extension you wish to reach.

Listen to phone message on your email

1. Open Internet Explorer
2. Go to <http://phones.ladse.org>
3. Click the “user” button on bottom right
4. Type your phone extension as the username
5. Type your voice mail password as the password
6. Click the NBX Messaging tab on the top middle of the screen
7. Click Off Site Notification on the left side
8. In the first drop-down menu under the word “method,” select Email
9. Type the email address you want to send to the in box under “Number/Address”
10. Click the OK button on the bottom

W EBSITE

The LADSE website will post important messages and information for staff. It will benefit you to familiarize yourself with the LADSE website, www.ladse.org which has very important and helpful information about LADSE, its member districts, and other affiliations, i.e. ISBE, ProQuest data base, etc. In the Employee Center you will find most LADSE forms. Printer ink is ordered and work orders for custodial assistance are also processed through the website.

W EST COMMONS (lower level)

If you are expecting calls or visitors, notify the front desk of the extension nearest to where you are sitting.

In the West Commons, there are laptops, PCs, and printers available for staff use. There is wireless access. Laptops are kept in the top of the black file cabinets along the wall between the two entrances. Please return laptops to the file cabinets when you have finished using them.

Supplies to for use in the West Commons are in file cabinets in the northwest corner of the room. Use supplies while in West Commons, but do not remove for use elsewhere.

**PLEASE PUT EVERYTHING AWAY WHEN YOU ARE FINISHED WITH YOUR WORK
AND KEEP THE SPACE CLEAR FOR THE NEXT USERS.**

QUICK VOICE MAIL REFERENCE GUIDE

Mailbox Options

(When you are in your mailbox)

- Press 1 Listen to message
- Press 2 Create and send a message (Use this to record and send the same message to multiple people.)
- Press 9 Select one of the following: *Press 1* to change name announcement or personal greeting; *Press 2* to change password

Message Playback Options

(When you are listening to a message)

- Press 1 Listen to message
- Press 2 Save message
- Press 3 Delete message
- Press 4 Reply to sender (if the sender is internal)
- Press 5 Forward message
- Press 6 Hear date, time, and sender information
- Press 7 Move back 5 seconds in message
- Press 8 Pause message for 20 seconds
- Press 9 Move forward 5 seconds in message
- Press # Move to next message
- Press * Return to main menu

OUTLOOK DIRECTORY - E-MAIL GROUPS AND INSTRUCTIONS

Every employee's information is kept up-to-date in the Outlook Employee Directory. Using this Directory, you can send e-mails to various groups within LADSE, i.e. S/L, OT/PT, Executive Council, etc. Following are the employee groups to which you can send a group e-mail. The group must be entered just as it is listed below or it will not work. Keep this as a reference.

administrativetm	asstech	businessoffice	cdstaff	cdtchr
deafinterps	deafsignaide	deaftchr	eceevaltm	ecestaff
ecetchr	edstaff	edtchr	educationalsupport	excouncil
humanresources	ladsea	multineedstaff	multineedstchr	occupationalther
paraeducator	physicalther	progcoord	psych	socialwkr
speechpath	tchrs	vocdept		

To send an e-mail to one or more of the above groups:

1. Go to Outlook
2. Click Public Folders (left side); Click All Public Folders; Click Directory
3. Above the "Directory" there is a box that says "search directory"
4. Type one of the categories in that box
5. Click on magnifying glass symbol at end of that box
6. Your group will appear
7. Click on the first name and it should turn orange
8. Click on "Edit" (tool bar - left side)
9. Click on "Select All" (This should bold all names in orange.)
10. Click on e-mail icon in tool bar (envelop with letter coming out of it)
11. Your groups will appear in the e-mail message format
12. Compose e-mail and send

Laptop (Note Pad) Policy August 2009

Introduction

In order to support a variety of work schedules, job assignments, and special projects, and to increase accessibility to current technology, LaGrange Area Department of Special Education (LADSE) provides a number of laptop computers for check-out by LADSE employees. This policy establishes guidelines for administering this equipment, provides procedures for checking out or otherwise obtaining a laptop computer, and suggests guidelines for handling the equipment while it is out of the department. This policy applies to all LADSE-owned laptops, software, books, and/or accessories.

1. Security Provisions

Because of the high dollar value and portable nature of laptop computers, all departments and employees are encouraged to make adequate provisions to ensure that laptops are protected at all times.

To protect the financial interests of employees and LADSE, privileges can be revoked if negligent behavior leads to recurring loss.

2. Check-out Eligibility

Regular and part-time LADSE employees are eligible to check out laptop computers when available

3. Check-out Guidelines for Agency-owned Laptops

3.1 Laptops may be checked out for instruction, demonstration, research, and general LADSE support directly associated with authorized LADSE activity. Laptops may not be checked out for personal use.

3.2 Laptops should be requested 24 hours in advance from the Business Office and are assigned as determined to be in the best interest of the agency, and then as available on a first-come first-served basis. To ensure maximum availability, anyone not picking up the laptop within 24 hours of the requested start date forfeits that reservation.

3.3 The duration of the loan is agreed upon at check-out time, but typically should be for the shortest duration possible due to demand. Special assignments that warrant a longer check-out period can be arranged in advance.

3.4 A supervisor must pre-approve an employee checking out a laptop by emailing the Business Office.

3.5 Each employee must read, sign, and agree to comply with the Laptop Computer Check-out agreement, this policy, and LADSE's Technology Use Policy prior to checking out a laptop. These policies are in place to protect the employee and LADSE.

4. Check-out Guidelines for Other Department-owned Laptops

Laptops are available for check-out from other departments such as Assistive Technology. Check with the person identified for managing the laptops in that area regarding laptop availability. Although departments may establish their own laptop check-out procedures, the following requirements and recommendations are in place to ensure consistency throughout the LADSE.

Requirements:

- 4.1 Each department loaning and/or assigning laptops must have a responsible person identified for managing the laptops in that area and for providing a specific check-out procedure and check-out agreement form.
- 4.2 Laptops may be checked out for instruction, demonstration, research, and general LADSE support directly associated with authorized LADSE activity. Laptops may not be checked out for personal use.
- 4.3 Each employee must read, sign, and agree to comply with the department's check-out agreement, this policy, and LADSE's Technology Use Policy prior to checking out a laptop from any LADSE department. These policies are in place to protect the employee and LADSE.

Recommendations:

- 4.4 Laptops should be reserved 24 hours in advance.
- 4.5 Laptops should be checked out for the shortest time possible to allow for maximum availability.

5. Financial Responsibility

On rare occasions, when a laptop is damaged, lost, or stolen as the result of employee or department negligence, the appropriate Administrator reviews the circumstances under which the damage, loss or theft occurred and makes a determination of financial responsibility. All employees who have short- or long-term use of laptops are responsible for following the Guidelines for Use.

6. Long-term Assignments

A laptop may be assigned to an employee on a permanent or long-term basis with the approval of the appropriate Administrator. The need for a permanent or long-term assignment is evaluated on a case-by-case basis. Employees and departments should take their initial request to their immediate supervisor.

7. Laptop Software

Department-owned Laptops:

LADSE supports the following software: Windows 2000, Windows XP, Microsoft Office Suite 2003 and 2007, Internet Explorer, Apple OS X, IePoint, FileMaker Pro, BASC, WISC, and other Psych scoring programs. Programs LADSE support are subject to change.

- 7.1 Each LADSE laptop is configured with the appropriate software for that model.
- 7.2 If the software that is available on the laptop is not adequate for the project or assignment, LADSE will work with the employee to determine whether another software package can be installed. If so, the employee should bring the original software and license to LADSE for installation.
- 7.3 A non-ITS staff person may not install additional software on a LADSE owned laptop.
- 7.4 Personal use software may not be installed on any LADSE laptop.
- 7.5 To better support staff, ITS requests one working day to install and test the software.

7.6 To ensure that the laptop remains in compliance with LADSE software standards and to avoid problems for other employees using LADSE laptops, a non-ITS staff person may not change any of the standard software settings on the laptop.

7.7 To comply with LADSE technology standards, department laptops are required to have the LADSE's anti-virus software. LADSE provides and installs this software.

7.8 If additional software is needed on a LADSE laptop, the software can be installed by the department with ITS approval. The department should provide ITS with the original software and proof of license.

7.9 Personal use software may not be installed on any LADSE laptop.

8. ITS Technical Support

All LADSE laptops are supported by ITS. Department laptops are supported by ITS if they are networked. At the department's request, network log-on software for department laptops is provided and installed by ITS.

9. Maintenance and Warranties

ITS provides ongoing maintenance and holds the warranties for LADSE owned laptops. Maintenance and warranties for department laptops are the responsibility of ITS.

10. Internal Audit

To ensure appropriate use and compliance with LADSE policies and procedures, including the Technology Use Policy, all LADSE laptops and their use are subject to audit by a LADSE administrator.

11. Guidelines for Use

Employees are encouraged to follow these guidelines while a laptop is in their possession:

- Keep the laptop in a locked and secured environment when not being used
- Do not leave the laptop for prolonged periods of time in a vehicle, especially in extreme temperatures; if it must be left in the vehicle for a short time, secure it in a locked trunk
- Keep foods and drinks out of the laptop work area
- Do not leave the laptop unattended at any time in any location (an unlocked empty classroom, an unlocked office, etc.)
- Keep the laptop in sight at all times (on public transportation, at airport security check points, in public places such as restaurants, etc.)
- When leaving a hotel room, place the laptop out of sight or check it at the hotel's front desk

12. Employment Separation

As part of completing separation, the employee's supervisor is required to recover LADSE ID badges, equipment - including laptops, software, and/or accessories, from the separating or transferring employees.

13. Definitions

Configured	Set up for operation in a specific way.
Negligence or Negligent Behavior	Failure to exercise the care that a prudent person usually exercises.
Networked	Set up according to LADSE ITS supportable standards with a network interface card and connected to the LADSE Network Infrastructure.
Software	The entire set of programs, procedures, and related documentation associated with a computer system.