



Employee Laptop Contract

This Employee Laptop Contract is made effective as of _____ (date) between Hatch Valley Public Schools and, _____ and states the agreement of the parties as follows.

Equipment Subject to Agreement: The Equipment subject to this Agreement includes the laptop computer, computer accessories, and related software in the following list:

Ownership: Hatch Valley Public Schools retains its title to the Equipment at all times. The employee shall hold no ownership interest in the equipment. Likewise, the employee shall hold no ownership interest in the licenses to the installed software included either with the equipment or in the licenses to any other software that the school may from time to time install on the laptop computer used by the student.

Term Equipment Use: The employee shall return all equipment itemized above in good operating condition to Hatch Valley Public Schools at the time of resignation, or upon district's request. The school district may require the return of the equipment at any time and for any reason.

Use of Equipment: The primary use of the equipment by the employee is as a tool for the employees work related needs. The employee may use the equipment for other purposes only to the extent that such uses do not interfere with this primary use. The employee shall abide by Hatch Valley Public School's Acceptable Technology Use Policies (AUP).

Compliance with Software Licenses: The employee shall not make copies of software licensed to the school. The employee is responsible for compliance with the license terms of any licensed software, and the employee agrees to hold the school harmless for any violations of such license terms.

Back-up Requirements: The employee may store documents or other files on the equipment, and the employee is responsible for making back-up copies of such documents or other files.

Care of Equipment: The equipment may only be used in a careful and proper manner. The employee shall keep the equipment in good operating condition, allowing for reasonable wear and tear. The employee shall immediately notify the Technology Department if the equipment is not in good operating condition or is in need of repair. The employee shall be financially responsible for repair costs and the total cost for repairs due to negligence. (No personal stickers, no writing on the laptop, etc.). If the

equipment is damaged or lost due to negligence, the school shall have the option of requiring the employee to incur the total cost to repair the equipment to a state of good working order or to reimburse the school for the replacement.

Right of Inspection: The employee shall make the equipment available to the district's Technology Department as necessary for purposes of inspection, maintenance, repair, upgrading, and/or software installation.

Loss: The employee assumes all risks of loss of the equipment and agrees to return it to the school in the condition received from the school, with the exception of normal wear and tear.

Disclosures: The employee hereby agree to these policies and regulations as well as those stated in the technology use policy.

Hatch Valley Public Schools, Network Administrator

Andrew Campbell

Equipment:

(Make): _____

(Model): _____

(Serial #): _____

Condition Notes: _____

Employee:

(Print Name): _____

(Sign Name): _____

Date _____