

Laptop/Mobile Device Agreement Staff		8/1/2013	-Effective
		7/19/2013	-Revised
Referenced Policy	<i>Information Technology Program</i>	Jason Crahen	-Author

LAPTOP/MOBILE DEVICE AGREEMENT

The following agreement is for the protection of all district staff regarding the use of district laptop computers/mobile devices.

A user does not have a legal expectation of privacy in the user’s electronic communications or other activities involving the district’s technology resources.

All district technology resources are considered district property. The district may maintain or improve technology resources at any time. The district may remove, change or exchange hardware or other technology between buildings, classrooms, employees, students or any other user at any time without prior notice. Authorized district personnel may load or delete new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time.

The district may examine all information stored on district technology resources at any time. The district may monitor employee and students technology usage. Electronic communications, all data stored on the district’s technology resources and downloaded material, including files deleted from a user’s account, may be intercepted, accessed or searched by district administrators or designees at any time.

District staff members are permitted to:

1. Take the laptop computer/electronic device home after school hours - evenings, weekends, and vacations, including summer vacation.
2. Install software pertinent to his/her curriculum/job responsibilities or for evaluation as part of a site-based software review committee. Users must present proof of license on any third-party software.

District staff members are encouraged to:

1. Store documents on Google Drive or in their personal space on the building server.
2. Use the laptop computers/mobile devices to support their educational growth while enrolled in district approved workshops, training or coursework.
3. Enroll in district approved technology related training or workshops to enhance their skills.

District staff members must:

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1. Attend any and all district required training.
2. Keep the laptop computer/electronic device in a locked location at all times when not in use.
3. Report repair needs immediately to the building principal or most immediate administrator and have a Technology Service Request form completed and signed by their building principal or administrator.
4. Report the loss or theft of a district laptop computer/electronic device and the pertinent inventory information immediately to their building principal or supervisor.
5. Use the laptop computers/mobile devices to support instruction in their classroom and integrate technology into teaching and learning or in completion of their job responsibilities.
6. Have or obtain adequate homeowner's or renter's liability insurance policies or have the financial means that will cover damage or loss of the laptop computers/mobile devices. District staff members will be responsible for any deductible incurred as a result of damage or loss of the laptop computer/electronic device.
7. District staff members are prohibited from:
 1. Allowing students to use the laptop computers/mobile devices unless under direct supervision by district staff members.
 2. Downloading information or files that are not related to classroom instruction or job responsibilities.

Use of the district's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning use of the district's technology resources. Any violation of district policies, regulations or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges.

The administration may use disciplinary measures to enforce district policies, regulations and procedures. Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's policies, regulations and procedures. Any attempted violation of district policies, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

NOTE: District staff members are expected to exercise reasonable care and security for the laptop computers/mobile devices. If a district staff member is negligent in the care or use of the laptop computer/electronic device and the laptop computer/electronic device is damaged as a result of such negligence, the district staff member will be liable for the repair or replacement of the laptop computer/electronic device. Likewise, if a district staff member is negligent and as a result of such negligence the laptop computer/electronic device is lost or stolen, the district staff member will be liable for its replacement cost. A district staff member will also be liable for

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damage to or loss of the laptop computer/electronic device due to intentionally reckless use or security of the laptop computer/electronic device. Lost or stolen laptop computers/mobile devices due to negligence will not be replaced with district funds.

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I have received a copy of the laptop/electronic device user agreement and agree to adhere to all policies and regulations regarding the use of the laptop computer/electronic device assigned to me.

Signature

Building

Date

Device ID (If Applicable)