

SCHOOL DISTRICT OF PITTSVILLE  
**BOARD POLICY**

**PERSONNEL**

**GENERAL STAFF POLICIES**

**EMPLOYEE LAPTOP AGREEMENT**

**522.7-Exhibit**

**Employee Laptop Agreement**

As a borrower of a School District of Pittsville laptop, I accept the following responsibilities:

- I will use the computer for school or professional development purposes. I will not install any software on the computer unless it has been approved by the school's technology coordinator.
- I will not disable or uninstall the virus protection or security programs that are provided with the machine.
- I will ensure any documents I create will be moved from the laptop to the network for backup purposes or saved to Google Drive.
- I will report any problems/issues I encounter while using the laptop to the technology coordinator immediately.
- Any modifications I make in the computer's settings will be for usability or cosmetic reasons only.
- The laptop will not to be loaned to anyone.
- Other individuals, including children, will not be allowed to play on the computer.

# Laptop Acceptance Form

Date: \_\_\_\_\_ Asset Tag Number: \_\_\_\_\_

Name: \_\_\_\_\_

Date Assigned: \_\_\_\_\_ Date to be Returned: \_\_\_\_\_

I understand that use of the School District of Pittsville's computer network and technology related devices shall not be used for activities for profit or hire, illegal activities, product advertisement, or political lobbying and assume full responsibility for damage of school property, including complete restitution for damages caused by or during such use.

I have read, understand, and agree with the conditions of the School District of Pittsville's Board Policy 531.4 Network Access Agreement and the Employee Laptop Agreement. I further understand that a violation of the terms and conditions set out in Policy 531.4 and the Employee Laptop Agreement will result in the restriction and/or termination of my use of the district's laptop computers, equipment, and/or accessories and may result in further discipline up to and including termination of employment and/or legal action.

## Items Loaned / Condition

	<u>Loaned</u>		<u>Condition</u>	
Laptop Computer	Yes <input type="checkbox"/>	No <input type="checkbox"/>	New <input type="checkbox"/>	Used <input type="checkbox"/>
Power Supply and Cord	Yes <input type="checkbox"/>	No <input type="checkbox"/>	New <input type="checkbox"/>	Used <input type="checkbox"/>

Comments (overall condition, scratches, dents, etc.):

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*First Reading: August 13, 2018*