

### Staff Laptop Computer Agreement

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Printed name of employee

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Employee #

The Cherokee Community School District (school district) recognizes that technology supports its mission and educational goals. The school district provides laptop computers to enhance the students' learning environment. The parties agree to the following terms when the school district issues instructional employee's laptop computers.

The school district agrees:

- 1) to issue to the employee a laptop computer and equipment to be used for as long as the employee remains employed in an instructional capacity with the school district.
- 2) to provide all repairs and maintenance due to the routine use and wear of the laptop computer and accessories.
- 3) to provide a loaner laptop computer to the employee if the original laptop computer needs repair.
- 4) to install and maintain all approved software, including software under official review.

The employee agrees and acknowledges:

Appropriate Use:

- to use the laptop computer for activities directly enhancing the learning environment for district students, professional development, and incidental personal use. Use of school district technology equipment for purposes of for profit business is not permitted. Use of school district technology equipment for non-profit activities that significantly encumber the school district's technology resources is not permitted.
- to be responsible for the use of the laptop computer and to directly supervise the use of the computer by students and all other users.
- not to create new accounts providing access for other individuals.
- to produce for inspection, the laptop computer upon the request of any district administrator.
- that all the terms of the school district's appropriate technology use agreement and this laptop computer agreement apply to the original, loaner and replacement laptop computer.
- to return the laptop computer and accessories when terminating employment with the school district.

Technological Viability

- not to install or remove software applications from the laptop computer and understands if a download damages the laptop computer, requires maintenance, or violates the law, the employee may be required to pay the cost incurred and may be subject to discipline.

- not to rename the computer, because it interferes with the district’s automated virus protection and remote delivery of applications.
- that upon transfer to a different school, the employee must schedule with network services a re-imaging of the laptop computer’s software.
- it is permissible to add print drivers and to run operating system updates.
- to report any problem with the laptop computer immediately to the IT Department (712-225-6767 Ext. 4) or submit a ticket on CCSDWeb.

Care and Handling

- that the school district expects the employee to follow the laptop computer care and handling instructions, including providing appropriate care in cold weather.
- to return the laptop computer and accessories in clean condition.
- that the school district expects the employee to exercise reasonable and prudent care of the laptop computer and accessories, to protect them against theft, misuse, fire or neglect. Failure to exercise the expected level of care may result in paying the cost of repair or replacement, and/or discipline.

**LAPTOP RECEIPT**

COMPUTER ASSET (Tag#) NUMBER: \_\_\_\_\_

MODEL: \_\_\_\_\_

SERIAL NUMBER (S/N) \_\_\_\_\_ (can be found on back)

I have read the above guidelines and agree to the terms as stated. I acknowledge receipt of the items checked above.

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date