

**All Personnel****Use of School Laptop Computer Agreement**

Laptop computers are valuable, fragile and desirable commodities. It is important that special precautions are taken to protect and guard them. The following safeguards are to be implemented and observed:

- Do not leave your laptop computer unsecured in your vehicle or classroom.
- Do not transport your laptop without placing in a well-padded laptop case/bag.
- Do keep your laptop close to you and know where it is at all times.
- Do not leave it unattended in the classroom, place into cabinet and lock classroom door.
- Do not eat or drink near the laptop.
- The laptop computer listed below is issued to you as a teacher and should be used by MUSD teachers and students only, for school related business.
- Laptops are meant to be used as teacher workstations in your classroom.
- You are responsible for your laptop, if it is lost, stolen or damaged from misuse, it may not be replaced.
- Madera Unified has the right to inspect laptop hardware and its contents upon request.

I hereby accept responsibility for the loss of, theft, or any damage to the laptop listed below. I further agree to hold the Madera Unified School District, it's governing board and it's officers harmless of any and all liability arising from any injury or loss resulting from the condition or use of this laptop. I agree to return this laptop to Madera Unified School District upon my resignation or dismissal from the district.

Description of Equipment:

\_\_\_\_\_  
Laptop includes: \_\_\_\_\_ Power Cable \_\_\_\_\_ Battery \_\_\_\_\_ OS Software \_\_\_\_\_

Laptop Case

Serial number: \_\_\_\_\_ MUSDNumber: \_\_\_\_\_

Name (please print):

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

School Site Issuing Laptop:

\_\_\_\_\_  
Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Technology Coach Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**All Personnel** (continued)

The above equipment was returned to the Madera Unified School District:

Name of School: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Laptop

\_\_\_\_\_ Laptop Case (if applicable)

\_\_\_\_\_ Power Cable, Battery attached, OS software and applications

\_\_\_\_\_ Undamaged and in good working condition

\_\_\_\_\_ Damaged (describe the condition of the equipment in detail)

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Signature (Technology Coach): \_\_\_\_\_ Date: \_\_\_\_\_

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**Employee Use Of Technology**

User Obligations and Responsibilities

Employees are authorized to use district equipment to access the Internet or on-line services in accordance with Board of Trustees policy (Acceptable Use Policy) and the user obligations and responsibilities specified below, and any applicable laws.

1. The employee in whose name an on-line services account is issued is responsible for its proper use at all times. Employees shall keep account information, passwords, home addresses and telephone numbers private. They shall use the system only under their own account name.
2. Employees shall use the system responsibly and solely for work-related purposes.
3. Employees shall not use the system for personal financial gain, advertising, or prohibited political activities.
4. Employees shall not access, post, submit, publish or download harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs.

5. Employees are prohibited from utilizing district equipment, internet, online or telephone services for any advertising or solicitation. This prohibition includes advertisements and solicitation sent to or from any district equipment, internet, online or telephone services.

E 4040-1 (c)

**All Personnel** (continued)

Advertising or solicitation for fund-raising or charitable purposes may be permitted only if written permission is first obtained from the Superintendent or designee.

6. Employees shall not use the system to promote unethical practices or any activity prohibited by law, Board policy or administrative regulations.

7. Employees shall take steps to ensure that their own statements are not mistakenly attributed to the district.

8. Copyrighted material shall not be placed on the system without the author's permission. Employees may download copyrighted material only in accordance with applicable copyright laws. Employees may be held personally liable for violating copyright laws.

9. The laptop computer listed below is issued to you as a teacher and should be used by MUSD teachers and students only, for school related business.

10. Employees shall not intentionally upload, download or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or the data of any other user, including so-called "hacking."

11. Employees shall not maliciously use another user's account or user name or allow another user access to his/her own account or user name.

12. Prior to downloading any programs to the network or an individual computer, from either software or the internet, an employee shall obtain written approval from site technology coach.

13. Users shall report any security problem or misuse of the hardware or software to the school site technology coach.

14. If an employee misuses the network, hardware, or software of the district and the misuse results in damage, the cost of any repair or replacement may be charged to the employee.

15. All data and/or communications stored or transmitted on district computers or technology, including, but not limited to, online services, e-mail and voice mail may be monitored by the IS.Data processing Department or designee at any time without notice to the employee.

16. Employees and agents working on behalf of the district may be granted access to secured electronic files and/or records and are responsible for keeping this information confidential and secure.

17. Only district owned or approved devices may be attached or linked to the district network. District files, records, or systems shall not be copied or transferred from any district device to any privately owned equipment or service except where authorized by the site technology coach.

E 4040-1 (d)

**All Personnel** (continued)

18. No employee is authorized to access the district network until this Acceptable Use Policy is signed. A signed copy will be issued to the employee for his/her records.

Portions of this Laptop/AUP Policy was copied from the Ontario-Montclair School District Acceptable Use of Electronic Information Resources Agreement and the Correia Junior High School Use of Technology Agreement.

Name (please print): \_\_\_\_\_

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

School Site: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Technology Coach Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Exhibit:

Adopted: April 13, 2004

**Madera Unified School District**

Madera, CA

