

LAPTOP AGREEMENT

This Agreement is between

_____ (School)
(name of school)

and _____ (You).
(name of teacher)

The following are the conditions under which You accept the provision of a laptop for your use from Louisburg – USD 416. This Agreement will start on receipt of the laptop from USD 416. The district reserves the right to transfer the laptop to another eligible teacher if You do not, or are unable to, for any reason, fulfil the requirements of this Agreement.

Under this Agreement Louisburg – USD 416 will:

1. Provide a laptop computer for your sole use while You are a teacher for the district. The laptop is for work use. You are encouraged to use it outside work hours, however, it is for your sole use only, and not for use by students, family members or any other person.
2. Set up the laptop to enable You to connect to and make effective use of the school network, and provide a secure location for the safe storage of your laptop during the school day.
3. Plan and manage the integration of laptops into the school environment, and provide the professional development required to enable You to use the laptop effectively in your professional practice.
4. Install only software programs owned or authorized by district administration staff. Software installations may only be done by the technology department.
5. Require you to pay for accidental damage or loss, or repair/replacement costs where the loss or damage is a result of your own negligence.

Under this Agreement YOU will:

1. Use the laptop for the purposes it was provided and abide by the district's Acceptable Use Policy.
2. Provide suitable care and security of the laptop computer at all times and immediately report any damage or loss of the laptop to the district.
3. Be prepared to cover the excess or the cost of repair or replacement of the laptop when the damage or loss has been a result of your own negligence.
4. Have clear expectations that tech support ends at the school door. Members of the technology department will not field phone support after school hours or off school grounds.

5. Be responsible for setting up your own home networking solution, provided that it does not require additional software, firewalls or changing the District network configurations.
6. E-mail or phone the tech department and make arrangements to either leave your laptop in a secure place in your classroom or at Circle Grove when service is needed.
7. Make necessary arrangements, for the return of the laptop to the district when You resign or leave the district or when You will be away from the school for an extended period.
8. Be held responsible for any involvement by yourself or any other user of your laptop in activities associated with accessing inappropriate or illegal materials in accordance with school policies.
9. Back up data files to the network on a regular basis. If the laptop is returned for repair, the hard drive may be replaced or require reformatting and all data may be lost.
10. All software **MUST** be installed by the District Technology Department Staff. Any software not authorized by District policy will be removed.

LAPTOP AGREEMENT

ACCEPTANCE OF CONDITIONS

(name of teacher)

accepts the conditions, as outlined in the Laptop Agreement,
for provision of a laptop by

(name of school)

You have been provided with a _____ laptop
(model)

SIGNED *(TEACHER)*

SIGNED *(PRINCIPAL)*

DATED _____ 200_
(date)