

## Le Mars Community Schools Laptop Agreement

This Agreement is between Le Mars Community School and \_\_\_\_\_ .

The following are the conditions under which you accept the provision of a laptop for your use from Le Mars Community School District. This Agreement will start on receipt of the laptop from the school. The school 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 the School will:**

1. Provide a laptop computer for your sole use while you are a permanent full-time employee. 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. The Technology Department will not be able to assist you at your home in order to connect the laptop to other internet providers.
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. Have an expectation that you will abide by the school's Acceptable Use Policy.

### **Under this Agreement YOU will:**

1. Use the laptop for the purposes it was provided and abide by the School 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 technology department.
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. Make a commitment to achieving the goals of the school district and take part in the professional development activities provided for you by the District.
5. Make necessary arrangements, for the return of the laptop to the school when you resign or leave the school district.
6. In accordance with school policies, be held responsible for any involvement by yourself or any other user of your laptop in activities associated with accessing inappropriate or illegal materials.

### **As a borrower of an LCSD laptop, I accept the following responsibilities**

- I will follow the guidelines listed below for proper care of the laptop.
- 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 or technology instructional coaches. (Requests for software modification or installation should be made 3 days in advance of when they are needed.)
- I will not write on or place any labels or stickers on the laptop.
- I will not disable or uninstall the virus protection or malware program that is provided with the machine.
- I will log in to the network at least once a month in order to ensure that antivirus software and other license updates pushed out through the network are current.
- I will report any problems/issues I encounter while using the laptop to the technology department immediately through the help desk. (E-mail [help@lemarscsd.org](mailto:help@lemarscsd.org))
- I understand that the technology staff will reimaging the laptop at any point where it becomes unusable or unstable and at the end of the year.
- I understand that reimaging may be a course of action for any repairs or modifications on the computer and this will result in the loss of all data from the laptop.
- Any modifications I make in the computer's settings will be for usability or cosmetic reasons only.
- All laptops must be returned at the end of the school year for inventory and software updates. Laptops will be reassigned as deemed appropriate by the administration.

### **Guidelines for Proper Care of the Laptop**

1. The laptop is not to be loaned to anyone.
2. Other individuals, including children, should not be allowed to play on the computer.
3. Proper care is to be given to the laptop at all times, including but not limited to the following:
  - a. Give care appropriate for any electrical device.
  - b. Use a surge protector or unplug the laptop during electrical storms.
  - c. Keep food and drink away from the computer.
  - d. Do not leave the laptop exposed to direct sunlight or extreme temperatures.
  - e. Position the laptop on a safe surface so it does not drop or fall.
  - f. Do not attempt to repair a damaged or malfunctioning laptop.
  - g. Do not attempt to upgrade the computer or software.
4. Proper security is to be provided for the laptop at all times, including, but not limited to, the following:
  - a. Secure your laptop in a safe place at the end of the day.
  - b. Do not leave the laptop in an unlocked car.
  - c. Do not leave the A/C adapter behind when moving the laptop.