

School Board of Levy County's Employee Laptop Agreement

This is the SBLC Employee Laptop Agreement that should be read and signed by every School Board of Levy County employee that is issued a district laptop. ALL EMPLOYEES RECEIVING A DISTRICT ISSUED LAPTOP SHOULD READ THIS FORM IN ITS ENTIRETY BEFORE SIGNING. The employee does have the right to refuse the laptop if they don't agree with any of the following conditions. However, he/she will still be responsible for completing any job or task that requires a computer.

Instructional employees understand that he/she is being issued a laptop to facilitate student instruction and enhance student achievement.

As a recipient of a district issued laptop, the employee accepts the following responsibilities:

- Use of the laptop is governed by and is subject to the rules and conditions contained in the School Board of Levy County's Acceptable Use Policy (and other applicable district policies, rules and guidelines.)
- I will follow the SBLC 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 district technology department. (Requests for software modification or installation should be made 7 days in advance of when they are needed.)
- I will not write on or place any labels or stickers on the laptop. The district technology department reserves the right to remove any labels or stickers if found at any time.
- I will not disable or uninstall the virus protection program that is provided with the machine.
- I understand that the laptop is an instructional tool. I will bring the laptop to school and log in to the network every day in order to ensure that antivirus software and other updates pushed out through the network are current.
- I will report any problems/issues I encounter while using the laptop to my school's lab manager and/or the district technology department immediately.
- I am responsible for backing-up all of my data (documents, pictures, etc.) on the laptop to a personal flash drive or external hard drive. It is recommended that this be done bi-monthly. The district is not liable for lost data.
- I understand that the technology staff will reimage the laptop at any point where it becomes unusable or unstable. The district technology department is not obligated to back up the user's data prior to reimaging.
- 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.
- I am responsible for the confidentiality and security of identifiable student information or other sensitive data on the laptop.
- I understand that the laptop should always be used under my supervision. I will not allow my laptop to be used by an unknown or unauthorized person. I assume full responsibility for the actions of others if they use my laptop. I will not allow my network user account and password to be used by anybody other than myself.
- I am permitted to use the laptop on a wireless network outside the district as long as it does not require me to install any additional firewall software or change any of my network configurations.
- I understand that the district is not obligated to replace the district issued laptop with the same make and model if it has to be replaced for some reason. However, the replacement laptop will be functional for instructional purposes.
- The laptop computer and any other accessories/components will be returned to the proper school or district authority immediately upon termination of my employment, or at any other time as specifically directed by a school or district authority.
- This laptop agreement supersedes any prior signed laptop agreement forms.

School Board of Levy County's Guidelines for Proper Care of the Laptop

It is the employee's responsibility to keep their assigned laptop secure and protected at all times. Due care should be taken in the handling, transporting and usage of the laptop. Improper use or not being aware of safety issues can cause the laptop irreparable damage. The following suggestions include:

1. The laptop is not to be loaned to anyone.
2. Other individuals, including children, should not be allowed to use or 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. Avoid creating a trip hazard when plugging in the laptop for power.
 - d. Keep drinks, food, lotions and other harmful materials away from the laptop.
 - e. Do not leave the laptop exposed to direct sunlight or extreme cold.
 - f. Position the laptop on a safe and level surface so it does not drop or fall.
 - g. Operate your laptop on a hard and level surface, preferably one that allows ventilation.
 - h. Do not attempt to repair a damaged or malfunctioning laptop.
 - i. Do not attempt to upgrade the computer or software.
 - j. Do not pick up the laptop by the screen.
 - k. Always unplug the AC Adapter and other USB peripherals when transporting or storing the laptop.
 - l. Use protected storage bags or carrying cases specifically designed for laptops
 - m. Inspect and clean the air vents in your laptop as part of your weekly routine.
 - n. Make sure that before you put your laptop into its carrying bag, it is shut down.
 - o. Unplug any accessories whenever your laptop is not in use, even for short periods of time, as it uses power unnecessarily and can cause overheating.
 - p. If your Internet service is delivered through DSL, cable or satellite, verify that your internet service provider (ISP) provides firewall protection.
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, during holidays, and extended breaks. Acceptable storage of laptop during and after school hours includes locked desks, cabinets or other secured spaces not visible when the laptop is not in the user's possession.
 - b. Secure the laptop if you are temporarily leaving it unattended. Lock laptops in cabinets or desks where possible.
 - c. Do not leave the laptop unattended in any unlocked area; i.e. classroom, instructional area, office, vehicle, or common area.
 - d. Do not leave laptop in a modular classroom to include: after class hours, weekends, holidays, etc.
 - e. Use car trunks or other means to keep laptops out of plain view; keep car doors locked.
 - f. Be aware that extreme (hot or cold) temperatures in an enclosed vehicle will harm the laptop.
 - g. Do not leave the A/C adapter behind when moving the laptop.

I understand that any laptop, equipment, and/or accessories that SBLC has provided to me are the property of the School Board of Levy County. I agree to the terms outlined in the SBLC's Employee Laptop Agreement, Acceptable Use Policy, and Guidelines for Proper Care of the Laptop. I understand that I will report any damage, loss, or theft of the laptop to an administrator at my school or the SBLC Technology Department. Additionally, I understand that I will not be held responsible for computer problems resulting from regular school-related use; However, I understand and agree that I am responsible for the cost of repair or replacement of a unit that is damaged, lost or stolen as a result of my intentional act, neglect, or abuse of the laptop or because of my failure to follow the SBLC acceptable use policy, including these laptop proper care guidelines. I understand that each incident will be evaluated on a case by case basis by the SBLC Technology Department. I understand that the cost of the laptop, including licenses, related accessories, and shipping will not exceed \$750. SBLC reserves the right, in its sole discretion, to modify, suspend, or terminate this agreement at any time for any reason without further notice. I understand that a violation of the terms and conditions set forth in the SBLC Employee Laptop Agreement, Acceptable Use Policy, and Guidelines for Proper Care of the Laptop may result in the restriction and/or termination of my use of the district issued laptop, equipment, and/or accessories and may result in further discipline up to and including termination of employment and/or legal action.

School Board of Levy County Laptop Acceptance Form

This form will be reviewed annually to account for advances in technology and changes in policy. Any questions, concerns, or interpretations of the policies not covered in this document will be resolved at the discretion of the SBLC Administration and the Technology Department.

I agree to the above terms and conditions set forth in the School Board of Levy County's Employee Laptop Agreement Form and SBLC's Guidelines for Proper Care of the Laptop.

My signature below indicates that I have thoroughly read, understand, and agree to the information supplied to me above.

Laptop Number: SBLC-L_____

Employee Name: (Please Print) _____

Employee Signature: _____

Work Site: (Please Print School Initials) _____

Date: _____