

# School Board of Levy County's Employee Laptop Agreement

Listed below is a copy of the Laptop Agreement that should be signed by every School Board of Levy County (SBLC) employee that is issued a county laptop. All employees should read it before signing. The employee does have the right to refuse the laptop if they don't agree with the conditions but will still be responsible for completing any job tasks that they may be assigned to do using a computer.

I understand that I am being issued a laptop computer to facilitate student instruction and enhance student achievement; it will be in my possession for use at and away from school. As a borrower of a SBLC laptop, I accept the following responsibilities:

- Use of this laptop is governed by the 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 for Proper Care of the Laptop listed below.
- 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 the responsibility for the actions of others while using the 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 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 signed laptop agreement form in the past.

# 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 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 surface so it does not drop or fall.
  - g. Operate your laptop on a hard 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 all laptop computers, 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 computer to an administrator at my school or the district 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 district technology acceptable use policies, including this agreement. I understand that each incident will be evaluated on a case by case basis by the technology department. I understand that the cost of the laptop, including licenses, related accessories, and shipping will not exceed \$1000. 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 out in the SBLC Employee Laptop Agreement, Acceptable Use Policy, and Guidelines for Proper Care of the laptop will result in the restriction and/or termination of my use of the SBLC laptop computers, 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

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 I have thoroughly read and understand the above information.

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

Laptop Number:

SBLC-L \_\_\_\_\_

Employee Name: (Please print below)

\_\_\_\_\_  
Employee Signature: (Please sign below)

\_\_\_\_\_  
Work Site: (Please print below)

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

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