



## **Employee Laptop Agreement**

The laptop computer is the property of Dillard Academy Charter School (DACs) and issued to employees for the purpose of conducting school business. It is intended only for the use of the school employee to whom it is assigned.

The laptop computer must be at school during regularly scheduled work days in order to receive administrative communications, upgrades to anti-virus and other software, to take daily attendance and other requirements of the student records management system, etc.

The laptop computer may be taken home or to other locations after school hours by the employee. However, the employee is responsible, at all times, for the care and appropriate use of the laptop computer. Dillard Academy Technology Department will have 24/7 access to devices and digital content.

Each user who is assigned a laptop computer must have a signed copy of the DACs Acceptable Use Policy on file.

Each laptop computer is equipped with security software. It is essential that the employee assigned a laptop notify the Technology Department ([mbryant@dillardacademy.org](mailto:mbryant@dillardacademy.org)) immediately if the laptop is lost or stolen.

The laptop computer is configured to be used on the school network. The Technology Department will not be able to assist you at your home in order to connect the laptop to other internet providers.

The laptop is issued to you in your current teaching position. If you change positions or schools, the laptop may be reassigned to other teachers.

The laptop computer will need to be returned to the technology department from time to time to receive regular maintenance and upgrades. You will be notified when this becomes necessary.

Division and school policies regarding appropriate use, data protection, computer misuse, health and safety must be adhered to by all users of the computer.

### **As a borrower of an DACS 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. (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.
- I will not disable or uninstall the virus protection program that is provided with the machine.
- I will report any problems/issues I encounter while using the laptop to the technology department immediately through the help desk. (<http://www.dillardacademy.org/tech-support-work-order.html>)
- I will ensure any documents I create will be moved from the laptop to the network on a monthly basis for backup purposes.
- I understand that the technology staff will reimage the laptop at any point when 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 cold.
  - 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.

## Laptop Acceptance Form

Date: \_\_\_\_\_ Asset Tag Name: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Work Extension: \_\_\_\_\_

Date Assigned: \_\_\_\_\_ Date to be Returned: **June 15, 2018**

I understand that all laptop computers, equipment, and/or accessories that the cooperative has provided to me are the property of Dillard Academy Charter School (DACs). I agree to the terms outlined in DACs Employee Laptop Agreement and the Network Access Agreement.

I understand that I will report any damage, loss, or theft of the laptop computer to the Technology Coordinator. Additionally, I understand that I will not be held responsible for computer problems resulting from regular school-related use; however, I understand that I am personally responsible for any damage, theft, or loss of the laptop computer and/or related equipment and accessories due to negligence.

I understand that a violation of the terms and conditions set out in the Employee Laptop Agreement and the Network Access Agreement will result in the restriction and/or termination of my use of DACs laptop computers, equipment, and/or accessories and may result in further discipline up to and including termination of employment and/or legal action.

Items Loaned/Condition:

Item	Loaned (Yes or No)	Condition (New or Used)
Laptop Computer		
Power Supply and Cord		

Comments: (overall condition, scratches, dents, etc.)

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