

# Teacher Laptop Use Agreement

Rutherford County Schools

## Guidelines for Use

1. The laptop remains the property of Rutherford County Schools.
2. Teacher must take reasonable care to avoid damage or loss. All cables and accessories are to be stored safely.
3. Teachers are responsible for working with their building level instructional technology coach to stay up-to-date on digital learning best practice and the implementation of a blended learning environment.
4. Internet usage must be of an appropriate nature.
5. Clearly identifiable pupil assessment results will not be stored on the laptop
6. All major laptop technical issues are to be reported following the teacher's assigned school's policy and procedures.
7. The laptop is for the class teacher's usage and must not be transferred to a third party.
8. Please make every effort to securely store the laptop each day.
9. The laptop computer may be taken home or to other locations after school hours by the teacher. However, the employee is responsible, at all times, for the care and appropriate use of the laptop computer.
10. The teacher agrees to reimburse Rutherford County Schools for the value of the application if the device is lost or damaged. The full replacement cost of the technology is \$308.00.

## Laptop Use Agreement

I am willing to accept the responsibility for taking into my possession a RCS issued teacher device for the period of my employment with RCS.

I confirm that I have read, understood and agree to the attached 'Terms and Conditions of Use' and am willing to take responsibility for the laptop subject to these 'Terms and Conditions of Use' and such other policies as are determined by Rutherford County Schools.

***By signing this 'Laptop Use Agreement Form', I agree to the terms and conditions of use and accept delivery of the laptop.***

Laptop make and Serial Number: \_\_\_\_\_

Present Teaching Assignment \_\_\_\_\_ School \_\_\_\_\_

Location & Date(s) of Blended Learning Training \_\_\_\_\_

Employee name (please print) \_\_\_\_\_

Employee signature \_\_\_\_\_

Date \_\_\_\_\_

Contact Numbers: Home: \_\_\_\_\_

Mobile: \_\_\_\_\_

## Teacher Laptop Use Agreement Rutherford County Schools

### Terms and Conditions of Use

- 1.1 I agree that the laptop at all times remains the property of Rutherford County Schools and that the laptop is provided for my use as a teacher to assist me in developing digital learning experiences for classes and in my implementation of a blended learning environment.
- 1.2 I may use the laptop during the school year and must check it in at the end of the school year following my school's set policies and procedures. The instructional technology coach will be my first point of contact for information and training regarding these policies and procedures.
- 1.3 I will undertake to keep the laptop in good working order and to notify my school assigned computer technician of any defect or malfunction of the laptop while in my care. A secondary contact would be my school assigned instructional technology coach.
- 1.4 I will use and pay for the services of an Authorized Repair Agent (as advised by the laptop manufacturer) for any repairs or maintenance that may be required during the period in which the laptop is in my care.
- 1.5 I will use the laptop lawfully and in accordance with Rutherford County Schools' Acceptable Use policy which may change from time to time, regarding the ethical use of technology, use of legal software, use of the Internet and the protection of personal data.
- 1.6 I will not sell, assign, transfer or otherwise dispose of the laptop.
- 1.7 I will return the laptop to the school in good working order on the final day of each school year or the date for check-in of such devices at my assigned school (whichever comes first).
- 1.8 I will take due care of the laptop device at all times, including
  - 1 Not leaving the laptop unattended in a public place.
  - 2 Not leaving the laptop unattended or unsecured in a classroom or other place in the school.
  - 3 Not leaving the laptop in plain view in an unattended or unsecured vehicle.
  - 4 Not allowing the laptop to be accessed by any other person.
  - 5 Not allowing the laptop to be interfered with, tampered with or altered by a third party.
  - 6 Ensuring due care is taken in the handling, transporting and usage of the laptop.
- 1.9 I will not remove, conceal or alter any laptop casing markings, tags or plates or engrave or mark the Laptop in any way that will reduce the value of the laptop.
- 1.10 If the laptop is lost, stolen or damaged I will advise the Principal and the Police within 24 hours of event.
- 1.11 I will not allow my network user account and password to be used by anyone other than myself.
- 1.12 I understand that due to current software licensing arrangements covering home use, the laptop package cannot be used by me for any commercial purpose.
- 1.13 If I breach any of these terms or conditions, *Rutherford County Schools*, may revoke this arrangement.