

Jasper Independent School District
128 Park St. Jasper, Texas 75951

Laptop Agreement

Listed below is a copy of the Laptop Agreement that should be signed by every Jasper I.S.D. employee that is issued a district laptop. All employees should read it before signing. If the laptop is received by a School Representative they should not give the laptop to the employee until they have read and signed the agreement form. 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. I understand that I am responsible for the laptop computer issued to me and that I will care for the equipment in such a manner as to prevent loss or damage. I further understand that:

- ***The laptop is an instructional tool and should be brought to school each day.***
- In the event of damage, loss or theft of the laptop, I will immediately notify my principal or his/her designated representative for repair or replacement matters.
- In the case of damages which occur due to 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 I will be held responsible for payment of repairs.
- If the laptop is lost, stolen or damaged due to 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 will be responsible to reimburse the District, for the replacement cost.
- The laptop should be transported in its case and stored carefully so it is not susceptible to damage.
- The laptop should not be left inside a vehicle where temperature extremes can permanently damage the unit and/or its components.
- The laptop should not be left unattended in any unlocked area; i.e. classroom, instructional area, office, vehicle, or common area.
- The laptop should be locked in desks, cabinets or other secured spaces and should not be left visible while not in the user's possession.
- I may not make any permanent personally identifying marks on the laptop computer.
- The laptop computer and any other accessories/components will be returned to the proper district authority immediately upon termination of my employment, or at any other time as specifically directed by district authority.
- Any data corruption or configuration errors caused by the installation of unauthorized or illegal software may result in a loss of all data on the laptop and /or system due to the need for a complete reload.

- I am responsible for backing-up all data on the laptop. The district is not liable for lost data.
- Use of this laptop is governed by the subject to the rules and conditions contained in the Jasper I.S.D. Technology Acceptable Use Policy, and other applicable district policies, rules and guidelines. 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 agree to the above terms and conditions as such, agree to fully cooperate with property loss reporting requirements and with property loss incident investigations.**
My signature below indicates I have thoroughly read and understand the above information.

Employee Signature: _____ Date: _____

School Representative: _____ Date: _____
(Needed if laptop is accepted by someone other than the issued employee)

Technician: _____ Date _____