



Stafford Public Schools
Staff Device Loan Agreement

Responsibilities

By signing the *Stafford Public Schools Acceptable Use Agreement and Application for Network Access*, staff have agreed to follow the guidelines contained within it, and all local, state, and federal laws. Any violation of any of these policies may result in a loss of network privileges, loss of right to use the device, and / or discipline.

The use of district issued technology is a privilege and intended for school purposes only. By accepting a district issued device the following conditions shall apply:

- Suspicious links will be avoided, and the manufacturer's operating system will not be replaced with custom software (i.e. "jailbreaking" the device).
- All accounts and/or passwords will be kept secure and will not be shared with other individuals. This includes passwords for email and / or network access.
- Email and other computer communication media should only be used for appropriate, legitimate, and responsible communication.
- Stafford Public Schools is not responsible for loss of data. It is the user's responsibility to store and backup files.
- Only district staff are authorized to repair a district issued device.
- Stafford Public Schools personnel have remote access to the device and/or files, and are allowed to utilize this access at any time should an issue arise.

Proper Care

Proper care of the district issued device is required. Guidelines for proper care are listed below.

- The device should be kept in a secure location at all times.
- The device should never be dropped.
- The device should never be left in places of extreme hot or cold temperatures, humidity, or limited ventilation for an extended period of time.
- The device should only be cleaned with a soft cloth.
- Eating or drinking when using the device should be avoided.
- Defacing the device in any manner is prohibited (including the addition of stickers and labels).

Acknowledgement

Staff members agree to abide by the *Stafford Public Schools Policies, Regulations and Forms Governing the Use of Technology*, as were provided at the beginning of the school year (copy available at www.stafford.k12.ct.us, under “For Staff”) and shall follow the principles of good digital citizenship.

By signing this Agreement below, staff members acknowledge the following:

- ✓ I have read, understand, and agree to the terms and conditions outlined in this Agreement.
- ✓ I understand that the condition of this device will be documented upon distribution. I further understand that I am financially responsible for loss or damage due to neglect and will be required to reimburse the district, up to full replacement cost.
- ✓ I agree to return the district issued device and any accessories provided by the district, when requested to do so or at the time of withdrawal from the Stafford Public Schools, whichever comes first.

Signature of Staff Member: _____ Date: _____

Printed Name: _____ Asset Tag #: _____

Staff should return this form to the school office.