

Lemont-Bromberek Combined School District 113A

Tablet/Laptop PC: Employee Agreement and Regulations

Staff Members' Name (Print): _____

The term tablet/laptop/laptop includes all issued components and accessories: computer hardware & software, power items, batteries, case and peripherals.

Building: Central Oakwood Old Quarry River Valley Multiple Trans/Maint DO

Position: _____

Tablet/Laptop Model: _____ Serial #: _____ Asset #: _____

Power Block: _____ Serial #: _____ Asset #: _____

Please Read Before Signing:

I understand and agree it is my responsibility to provide a safe and secure environment for the district owned/leased tablet/laptop, which has been assigned to me. The District will offer me the voluntary option of purchasing a \$50.00 annual insurance **premium** that will cover the replacement of the tablet/laptop if it is **lost, stolen or damaged beyond repair due to abuse or negligence on my part**. The **district covers the deductible related to normal wear and tear but not negligence or abuse; the employee is responsible for paying the deductible for cases involving negligence or abuse. Negligence is defined as "failure to exercise the degree of care considered reasonable under the circumstances."** Attached is a *Tablet/Laptop PC: Employee's Insurance Coverage* form upon which I will indicate whether I will purchase the tablet/laptop insurance or decline the tablet/laptop insurance. I understand that lost, stolen or damaged tablets/laptops, peripherals and accessories must be reported to my principal or supervisor on the *Tablet/Laptop PC: Loss and Damage Report*. The principal/supervisor will report the loss/theft to the District technology staff and law enforcement. If the loss or theft occurs at home, I am responsible for filing a police report; a copy of the police report must be submitted to the District's technology department and my supervisor. The District reserves the right to issue or not issue a replacement.

I understand that I am expected to abide by the district's *Acceptable Use of Electronic Networks* policy, which extends to both home use and school use of the tablet/laptop. Failure to follow the guidelines and regulations in the aforementioned documents or the use of the tablet/laptop to violate school, district, state or federal laws will result in disciplinary action.

I understand and agree that I may maintain possession of the tablet/laptop computer so long as I am employed with Lemont-Bromberek Combined School District 113A. This agreement is for the current school year and must be signed annually in order for me to retain the tablet/laptop as well as all peripherals and accessories. Additionally, I agree to return my tablet/laptop and all peripherals and accessories in working order to my principal/supervisor upon termination of my employment with the district, my transfer to another school, or upon the district's request. In addition, if I leave the District and do not return the equipment, peripherals and accessories that have been issued to me, I understand that the District may pursue any and all legal action available.

The tablet/laptop computer that I have checked out is listed in detail at the top of this form. I have verified that I have received the tablet/laptop, peripherals and accessories that match the serial numbers above. I read and understood the *Tablet/Laptop PC: Employee Agreement and Regulations*, *Tablet/Laptop PC: User Responsibilities* and the owner's manual.

Signature: _____ Date: _____

Modified: January, 2009

Lemont-Bromberek Combined School District 113A

Tablet/Laptop PC: Agreement and Regulations

The term tablet/laptop/laptop includes all issued components and accessories: computer hardware & software, power items, batteries, case and peripherals.

General Precautions:

- A. You are responsible for the tablet/laptop that has been issued to you and you must care for it in such a way as to prevent loss, theft, or damage.
- B. Do not have food or drink near the tablet/laptop.
- C. Do not leave the tablet/laptop unsecured.

Carrying Tablet/Laptop:

- A. The tablet/laptop should be transported in a case and stored carefully to prevent damage.
- B. The tablet/laptop must be closed before placing it in the carrying case.
- C. The tablet/laptop should not be left inside a vehicle where temperature extremes can permanently damage the screen and hard drive.

Physical Care:

- A. Modifications, alterations or repairs to any of the hardware are not permitted.
- B. Do not physically decorate or deface the tablet/laptop in any way, including the use of stickers, labels, drawings or decorations. This voids the warranty and will cost you money.
- C. The tablet/laptop screen is fragile and can be damaged when the tablet/laptop is open or closed by pressure from heavy objects, poking at the screen with something other than approved instrument, or by stacking objects on the tablet/laptop.
- D. The tablet/laptop screen can only be cleaned with a soft dry cloth, anti-static cloth, or specially-designed screen cleaner. The screen can never be cleaned with glass cleaner.
- E. Should damage to the tablet/laptop be caused by an employee's negligence, the employee will be responsible for all costs associated with its repair/replacement or any deductible/s, depending on the coverage option selected by the employee. (Negligence: Failure to exercise the degree of care considered reasonable under the circumstances.)**
- F. In the event of damage or theft of your tablet/laptop within the school environment, you will complete a *Tablet/Laptop PC: Loss and Damage Report* within 48 hours.
- G. Tablet PC Only: The district will replace one lost/damaged stylus pen at no cost to the employee. The cost for additional stylus replacements will be paid by the employee.

Tablet/Laptop Use and Privacy Issues

- A. The district's *Acceptable Use of Electronic Networks* policy and *Tablet/Laptop PC: Employee Agreement and Regulations* extend to both home use and school use of the tablet/laptop.
- B. Only district authorized software may be installed on the tablet/laptop. Additional software/applications that you **legally** own/license may be loaded onto this tablet/laptop with the written approval of the Director of Information Technology and your principal/supervisor. **The license, copy of the registration confirmation or purchase agreement must be stored at school.** District support will not be provided for any unauthorized software.
- C. If you choose to install additional software that results in system problems the hard drive will be wiped clean and restored to its original condition. This will result in the loss of all data files and local software.
- D. You are responsible for the specific tablet/laptop issued to you, and may not share or swap the tablet/laptop.
- E. You will be required to produce the tablet/laptop for periodic tablet/laptop software and communications audits.
- F. The tablet/laptop is district leased/owned property, and you have no expectation of privacy.
- G. Modifications, alterations or repairs to any of the hardware or software are not permitted.
- H. Should your tablet/laptop be unable to be repaired in a reasonable amount of time, it will be re-imaged and restored to its original condition. This will result in the loss of data and local software. In some cases, your tablet/laptop may need to be sent out of the district for repair. In this case, we will attempt to provide you with a "loaner" tablet/laptop.
- I. This is a district tablet/laptop, and you are expected to have it with you in your assignment each day.
- J. You are responsible for knowing how to operate the tablet/laptop and connect it to the network and peripherals.
- K. You are responsible for learning the software applications on your tablet/laptop; additional training is available through the Instructional Technology Department.

Additional information about caring for and protecting your tablet/laptop can be found on the District's website.

Modified: January, 2009

Lemont-Bromberek Combined School District 113A

Tablet/Laptop PC: Employee's Insurance Coverage

Employee CHOICE Options: Please choose one.

- Option A:** I will provide personal insurance coverage of the tablet/laptop PC in case of theft, loss, fire, flood, or other event not covered by the District's accidental damage policy. A copy of my insurance policy that will provide coverage is attached. **I understand that I am responsible for any and all deductibles and other costs related to a claim. All claims will be coordinated with the District's Business Office.**
- Option B:** I elect to purchase annual insurance through the Lemont-Bromberek Combined School District 113A for coverage of the tablet/laptop PC in case of theft, loss, fire, flood, or other event not covered by the District's accidental damage policy (**copy of explanation of coverage attached**). **I have attached a check made payable to "District 113A" for the current year's premium (\$50.00). I understand that I will receive a receipt for my premium payment upon my submission of this form and check. I further understand that the district covers the deductible related to normal wear and tear but not negligence or abuse and that I am responsible for paying the deductible for cases involving negligence or abuse. Negligence is defined as "failure to exercise the degree of care considered reasonable under the circumstances."**
- Option C:** I decline all insurance options for use of the tablet/laptop PC and will incur all fiscal responsibility in case of theft, loss, fire, flood, or other event not covered by the District's accidental damage policy, **including negligence and abuse.**

Employee Insurance Coverage Change

(For Employees Who Received Tablets/Laptops during the 2008-2009 School Year ONLY)

Please mark ALL that apply:

- I do NOT want to change my original choice. The option noted above is the same as the option I selected at the beginning of the 2008-2009 school year.
- I choose to change my option previously submitted. The option selected above reflects my choice after reviewing the modifications to the tablet/laptop agreement (dated January, 2009).
- I request a \$50.00 refund for my previously paid premium. I understand that a refund will be issued within two weeks of my submission of this completed form.
- Please bill me for the \$50.00 premium at this time.

Staff Member's Name (Please Print): _____

Signature: _____

Date: _____

Lemont-Bromberek Combined School District 113A

Tablet/Laptop PC: User Responsibilities

Use of Lemont-Bromberek Combined School District 113A technology resources is granted based on acceptance of the following specific responsibilities. These are provided as examples and extensions of the District's Acceptable Use Policy:

1. Use only those computing and information technology resources for which you have authorization.
For example: It is a violation
 - A. to use resources you have not been specifically authorized to use.
 - B. to use someone else's account and password or share your account and password with someone else.
 - C. to access files, data or processes without authorization.
 - D. to purposely look for or exploit security flaws to gain system or data access.
2. Use computing and information technology resources only for their intended purpose.
For example: It is a violation
 - A. to send forged email.
 - B. to misuse Internet Relay Chat (IRC) software to allow users to hide their identify, or to interfere with other systems or users.
 - C. to use electronic resources for harassment or stalking other individuals.
 - D. to send bomb threats or "hoax messages".
 - E. to send chain letters.
 - F. to intercept or monitor any network communications not intended for you.
 - G. to use computing or network resources for advertising or other commercial purposes.
 - H. to attempt to circumvent security mechanisms.
3. Protect the access and integrity of computing and information technology resources.
For example: It is a violation
 - A. to release a virus or worm that damages or harms a system or network.
 - B. to prevent others from accessing an authorized service.
 - C. to send email bombs that may cause problems and disrupt service for other users.
 - D. to attempt to deliberately degrade performance or deny service.
 - E. to corrupt or misuse information.
 - F. to alter or destroy information without authorization.
4. Abide by applicable laws and district policies and respect the copyrights and intellectual property rights of others, including the legal use of copyrighted software.
For example: It is a violation
 - A. to make more copies of licensed software than the license allows.
 - B. to download, use or distribute pirated software.
 - C. to operate or participate in pyramid schemes.
 - D. to distribute pornography.
 - E. to access, view, submit, post, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, pornographic, illegal material or any material that may be harmful or inappropriate for students.
5. Respect the privacy and personal rights of others.
For example: It is a violation
 - A. to tap a phone line or run a network sniffer without authorization.
 - B. to access or attempt to access another individual's password or data without explicit authorization.
 - C. to access or copy another user's electronic mail, data, programs, or other files without permission.