



Faculty Device Contract

This agreement form must be signed by, and on file with the district technology department. A copy of the agreement must be kept on file at the school/location to which the device is assigned. Checkouts must also be noted in inventory.

Printed Name of Faculty Member: _____

School: _____ Title/Position: _____

Type of Device: _____ (Complete all fields below)

Serial Number: _____ Asset Tag Number: _____

Manufacturer: _____ Model: _____

All conditions of the Board policy for Acceptable Use apply to the utilization of this device, regardless of where this device is used. The faculty member takes sole responsibility for the device and its use, including at times of transport in a personal vehicle, at school/work, and/or after work hours at home or any location other than the school location to which the device is assigned

The following guidelines must be followed when utilizing this district-owned device:

1. The device will be used to enhance instruction and preparation for it and to facilitate the functioning of the faculty member in a positive leadership role in the school with an emphasis on the integration of technology resources into teaching and learning.
2. The device will remain in the faculty member's sole possession while it is assigned. The faculty member is responsible for all activity on the device.
3. No files, apps, or programs may be installed on the device which could constitute copyright or licensing violation or could be deemed illegal or of an inappropriate nature.
4. If the device is lost, stolen, or damaged, the faculty member will immediately report this to the school administrator and to the district IT Director. If the device is stolen, the faculty member must file a police report immediately. **The faculty member is responsible for any replacement and/or repair costs associated with this device while it is assigned to him/her, regardless of cause.** Repairs or replacements need to be resolved within 30 days of the incident. Normal wear and tear is acceptable but does not include cracks, chips, breaks, or impaired functioning. The Technology Department will assist with identifying any applicable warranties or faculty member out-of-pocket repair costs.
5. Proper care will be taken of the device securing it against theft, refraining from leaving it in a hot car, keeping liquids away from it, and refraining from mishandling or altering it in any way.
6. Only GCBOE techs may provide service/troubleshooting.
7. This device and any provided accessories must be returned to the GCBOE Technology Department immediately upon termination of the assigned faculty member's employment, upon administrator request, or upon violation of any of the guidelines in this contract.
8. Repair/replacement fees will be assessed if the device is returned with damage or missing accessories.

By signing this document, I agree to abide by the guidelines specified herein.

Signature of the Faculty Member

Phone Number of Faculty Member

Checkout Date

Email Address of Faculty Member

***A copy of this Agreement is to be kept on file at the location to which the device is assigned in addition to a digital copy submitted to the District Technology office.**

Return Date

Signature of the Person Recieving Returned Device