



Clayton County Public Schools

1380 Arnold Street, Jonesboro Georgia, 30236 (770)473-2772

Technology Department Laptop Issued/Agreement Form

Name: _____

Date: _____

Location: _____

Telephone # (W) _____ (H) _____ (Cell) _____

I have **received** the following Laptop Computer:

Username: _____

Password: _____

Stop Tag # _____

Laptop Mfg.: _____ Model: _____

Serial #: _____

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.**
- The laptop should be transported in its case and stored carefully so it is not susceptible to damage. I may not make any permanent personally identifying marks on the laptop computer including **adhesive labels/stickers**.
- The laptop should **never** be left unattended in a modular classroom to include: after class hours, weekends, holidays, etc.
- The laptop should not be left unattended in any unlocked area; i.e. classroom, instructional area, office, vehicle, or common area. Acceptable storage of laptop during school hours includes locked desks, cabinets or other secured spaces not visible when the laptop is not in the user's possession.
- The laptop should **never** be left inside a vehicle where temperature extremes can permanently damage the unit and/or its components or result in theft.
- In the case of any damages 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 or replacement. The county reserves the right to withhold payment from my paycheck if I fail to make appropriate payment.
- In the event of damage, loss or theft of the laptop, I am responsible to obtain an incident specific police report with make and serial # of laptop **immediately**. In the event of damage, loss or theft of the laptop, I will immediately notify my principal or his/her designated representative and the **Technology Department** for repair or replacement matters.
- 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.
(See back of form for computer and accessories replacement cost.)
- 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 Clayton County Public Schools Technology Acceptable Use Policy (Administrative Rule IFBGA, Technology Use), and other applicable district policies, rules and guidelines.

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: _____

I have received the following item(s) for my Laptop Computer and am responsible for replacing any lost items at the time laptop is returned:

	*Replacement Cost	Items Received
Laptop Computer	\$888.00	_____
Bag w/ strap	28.00 (Admin.)	_____
Bag w/strap	28.00 (Teacher)	_____
Mouse	15.00	_____
Power Supply and Cord	59.00	_____

*** Computer replacement cost subject to change**

ORIGINAL