

Staff Laptop Agreement

Chambersburg Area School District

The Chambersburg Area School District is loaning you a laptop computer for educational use for both at school and at home. The Chambersburg Area School District retains ownership of the laptop. You will be required to return the laptop upon ending your employment with the District. All staff members who receive a laptop are required to follow the District's Acceptable Use Policy. Copies of this policy are available in each school and on the District's Web site at: <https://www.casdonline.org/Page/184>

These laptops are not for student use.

Laptop Configuration: The laptops are configured to enable users to log in to the District's network when plugged into a network port or to be used as a stand-alone computer.

Installation of Software: All software installed on District computers must be properly licensed. The laptops are configured with the District's standard software. You may not install additional software on the laptops. If you obtain software through the school district that you would like installed on the laptop, it must be done by the Technology Department. Please place a service call detailing this request in **Incident IQ**

Loss, Damage, Theft: While on school district property, laptops should be kept in your possession or locked in a secure location. If loss, damage or theft occurs on school property, report it to the CASD Police and place a service call in **Incident IQ** with details.

If a laptop assigned to you is lost, damaged, or stolen, while the equipment is not on school district property, it is your responsibility to:

- Report the incident to your homeowners or other appropriate insurance.
- Notify your supervisor immediately and place a service call with details in **Incident IQ**
- If stolen, report the incident to the local or state police, which ever is appropriate.

All paid funds received from any insurance shall be turned over to the School District.

Leave of Absence: Any employee who is going to be out for an extended period of time and a Long-Term Substitute is required must turn in their laptop to the Technology Department and place a service call in **IncidentIQ** naming your replacement if known.

Summer Use: Technology Department will notify teachers if laptops are to be collected for the summer or not. The Technology Department performs maintenance and upgrades to District computers, including laptops, during June, July, and August. The same laptop will be re-issued to you at the start of the next school year. Specific procedures will be distributed prior to the end of the school year.

Technical Support: Provided by placing a service call with details in **IncidentIQ**.