



# Talladega County Schools Employee Device Usage Agreement

A copy of this agreement must be completed at the **beginning** of the school year and should be kept on file at the local school.

School Name:	School Year:
Employee Name:	Title/Position:
Type of Device(s):      Laptop                  iPad                  Other _____	
Serial Number/Service Tag:	Barcode/INV Number:

All conditions of the Board policy for Acceptable Use apply to utilization of this device, regardless of where this device is used. The employee 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 with an emphasis on the integration of technology resources into teaching and learning.
2. The device will remain in the employee's sole possession while it is assigned. The employee is responsible for all activity on the device. The device will be kept protected by a case and/or bag.
3. No files, apps, or programs may be installed on the device which could constitute a copyright or licensing violation, or could be deemed illegal or of an inappropriate nature.
4. Proper care will be taken of the device (securing it against theft, refraining from leaving it in a hot car, keeping liquids away while in use, and refraining from mishandling or altering it in any way).
5. If the device is lost, stolen, or damaged, the employee will immediately report this to the school administrator.
  - a. If the device is stolen, the faculty member must file a police report immediately.
  - b. Normal wear/tear is acceptable but does not include cracks, chips, breaks, or impaired functioning caused by improper care.
6. Only Talladega County Schools technicians may provide service/troubleshooting.
7. This device and any provided accessories must be returned to the school immediately upon termination of the assigned employee's employment, upon administrator request, or upon violation of any of the guidelines in this contract.
8. **Employees are responsible for damaged or missing accessories (chargers, adapters, etc.)**

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

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Phone Number of Employee

\_\_\_\_\_  
Checkout Date

\_\_\_\_\_  
Signature of Person Receiving  
Returned Device

\_\_\_\_\_  
Return Date