

Hawthorne Public Schools

Information Technology Department

Employee Equipment Assignment Agreement

I understand that the following equipment is on assignment from the Hawthorne Board of Education for employee home and school use to conduct district related business. Although this equipment is being used off premises, it is still only to be used for work purposes. No additions, deletions or changes may be made to the equipment, including but not limited to hardware components, the operation system, the registry, any software and any configurations or settings without prior permissions of the district Technology Department.

I agree to the assignment of this equipment to me by the HBOE; and I agree that as an employee of the HBOE I will take reasonable care of this equipment while it is assigned to me. I understand that at the culmination of the assignment period, I am expected to return this equipment to the HBOE in proper working order. I also understand, and agree to abide by the following:

1. All district-owned technology equipment assigned to staff members by the district is subject to the same software policies as all other district-owned technology equipment that is used inside the district, including but not limited to the applicable acceptable use policy.
 2. Additional software applications not owned by or registered to the HBOE may not be installed on district technology equipment. This includes, but is not limited to: personally owned applications, shareware, freeware, demonstration and beta applications.
 3. Peripheral devices not owned by the district may be attached to this equipment to support work related operations.
 4. Any hardware and software problems must be reported to the HELPDESK. All devices should be brought to the main office of their respective buildings.
 5. Inventory reviews and scheduled upgrades or maintenance are performed as an ongoing process. IT Department staff will request equipment be returned for upgrade or service within a reasonable time frame. Generally service work is done over school breaks or summer months. I will return this equipment to the HBOE for inventory review and/or scheduled upgrades and maintenance in a timely manner to facilitate that work.
 6. This equipment is provided to me in good working condition. I agree to exercise reasonable care during my possession and use of this equipment, and to exercise my best efforts to return it to the district in good working order. No employee will be expected to take responsibility for replacing a piece of equipment lost or damaged due to an unintentional action or accident.
- I will follow the guidelines listed below for proper care of the laptop.

- I will use the computer for school or professional development purposes. I will not install any software on the computer unless it has been approved by the school's technology coordinator. (Requests for software modification or installation should be made 7 days in advance of when they are needed.)

- I will not write on or place any labels or stickers on the laptop.

- I will not disable or uninstall the virus protection program that is provided with the machine.

- I will report any problems/issues I encounter while using the laptop to the technology department immediately through the help desk.

- I will ensure any documents I create will be moved from the laptop to the network on a monthly basis for backup purposes.

- I understand that the technology staff will reimage the laptop at any point when it becomes unusable or unstable and at the end of the year.

- I understand that reimaging may be a course of action for any repairs or modifications on the computer and this will result in the loss of all data from the laptop.

- Any modifications I make in the computer's settings will be for usability or cosmetic reasons only.

- *Use a surge protector/docking station or unplug the laptop during electrical storms.

- * I will not install or remove software applications from the laptop computer and understand if a download damages the computer, requires maintenance, or violates the law, the employee may be required to pay the cost incurred.

- * I will not rename the computer because it will interfere with the district's automated virus protection and remote delivery of applications.

- *It is permissible to add print drivers and to run operating system updates.

- *The laptop is not to be loaned to anyone

- *Other individuals, including children, should not be allowed to play on the computer.

- *Proper security is to be provided for the laptop at all times, including, but not limited to, the following:

- a) Secure your laptop in a safe place at the end of the day.

- b) Do not leave the laptop in an unlocked car.

- c) Do not leave the A/C adapter behind when moving the laptop.

- If the laptop is lost, stolen, or damaged while on or off school property, the incident MUST be reported within 24 hours to the IT Department, as well as a police report in the event the device was stolen.

- * I must return the laptop, including case, accessories and peripherals

(if purchased by the district) upon employment termination, transfer or retirement in accordance with the district's exit procedures.

I understand that all laptop computers, equipment, and/or accessories that the cooperative has provided to me are the property of **Hawthorne Public Schools**. I agree to the terms outlined in the Employee Agreement and the Network Access Agreement.

I understand that I will report any damage, loss, or theft of the laptop computer to the Director of Technology or Building Administrator. Additionally, I understand that I will not be held responsible for computer problems resulting from regular school-related use; however, I understand that I am personally responsible for any damage, theft, or loss of the laptop computer and/or related equipment and accessories due to negligence.

I understand that a violation of the terms and conditions set out in the Employee Laptop Agreement and the Network Access Agreement will result in the restriction and/or termination of my use of laptop computers, equipment, and/or accessories and may result in further discipline up to and including termination of employment and/or legal action.

[District Policy 3321-Acceptable Use of Computer Network\(s\). Computers and resources by staff members](#)

[2361- ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES](#)

I have read, understand and agree to the terms stated above and acknowledge receipt of equipment below. I also understand that this agreement can be adjusted at any time.

Staff Member Signature

Printed Name

Date

School

Equipment Description:Chromebook/Dell Laptop

Manufacturer: Hewlett Packard/Dell

Asset Tag Number_____