



## STAFF ELECTRONIC DEVICE LETTER OF AGREEMENT

Colorado Springs School District 11  
Board of Education Policy  
**GBEE-E-2**, Staff Electronic Device Letter of  
Agreement, Exhibit to Policy GBEE, Technology  
Resources and Internet Safety Responsible Use for  
Staff Policy  
Revised May 29, 2019

Name \_\_\_\_\_ Location \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Technology and electronic resources provide access to a wealth of information and services to students and staff. Colorado Springs School District 11 (the District) is providing you with an electronic device (hereinafter referred to as “device”), to improve your work efficiency and professional effectiveness. The device remains District property and requires that you sign this letter of agreement before a device is issued to you. You will not be responsible for normal wear and usage, however, you will be responsible for the full replacement cost due to damage, loss, or theft occurring out of abuse, misuse or neglect. Unexplained disappearance of the device is not covered by the District’s property policy and therefore would be your financial responsibility.

Type of Device \_\_\_\_\_ Model # \_\_\_\_\_

Asset # \_\_\_\_\_ Serial # \_\_\_\_\_ Model Year \_\_\_\_\_

This device also includes items checked below:

- Battery pack
- AC adapter power cord
- Patch Cord
- Case and shoulder strap
- User license for Microsoft Office, Windows, and web browser

Examples of abuse, misuse, or neglect include, but are not limited to:

- Dropping, throwing, bumping or treatment in a manner that causes damage.
- Dismantling device.
- Exposing device to prolonged extreme temperature.
- Exposing device to liquid.
- Leaving items on keyboard when closing device.
- Allowing device and peripherals to be used with unsupervised children and pets.
- Not ensuring that device is secure from theft at all times including leaving device in your vehicle or unattended in school setting or office.

Other procedures to be following:

- Will follow device sign-out and sleep procedures.
- Will comply with Colorado Springs School District 11 Board of Education policies, regulations and procedures, including any user agreement when using this device.
- Will use District technology devices and electronic resource in a responsible, efficient, ethical and legal manner.
- Will report any malfunction to the school library technology staff and/or District Support Center at 520-2211 as soon as there is a problem.
- Will keep District 11 configuration and software on device and will not install non-District owned software, games, virus, etc.
- Will only use my assigned device as part of my professional duties as a District employee.
- Will comply and understand that this device is subject to inspection at any time, including without prior notice.
- Will not mar or mark the device including stickers.



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- Will not loan device to anyone including students and/or family members.
- Will not conduct business activities for personal gain using District resources or devices.
- Will not access or store pornographic or obscene materials on this device.
- If I use this device as an Itinerant (am at two or more schools), upon full employment at one school, I will return this device to District LRS-IT staff.
- Should my employment be interrupted or terminated, I understand this device is the property of Colorado Springs School District 11 and will be returned to District LRS-IT staff before my last day of work.

In the event of a loss:

- If this District device is lost, damaged or stolen while assigned to me, I will immediately notify my a school based technology staff member and/or LRS-IT at 520-2980.
- I also agree to notify the appropriate police agency and provide District Security and Risk Management with the police report.
- I understand that I am responsible for the full replacement cost if there is damage, loss, or theft and will reimburse the District for the loss within 30 business days.
- I may choose to file a claim under my personal homeowner or auto insurance coverage to reimburse the District or I will reimburse the District directly for the loss within 30 business days.
- I understand the replacement costs for this District device will be determined by the District Technology Services staff. (Employee initials) \_\_\_\_\_ (Date) \_\_\_\_
- I understand that failure to comply with this procedure may result in garnishment of my final paycheck until said device is returned or restitution is made to the District.

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

\_\_\_\_\_  
Date