

FWPS Staff User Agreement

- For help and support for your device (contact Helpdesk@fwps.org or X2111)
- FWPS will provide further training for the proper care of your device through Safe Schools

Initial each item below:

_____ I will use this device for work-related purposes only.

- Any incidental personal use shall be in accordance with the District's Acceptable Use Policy 2022 and 2022P.
- Please remember that information on the device and network, including browsing history, is subject to any public records request.
- There should not be an expectation of personal privacy on a district-provided device or on the district network.

_____ Employees are not responsible for damage to a device caused in the normal course of the workday or when performing work-related duties offsite (for example, as a result of student behavior or a power surge at home). If a device is damaged, please contact Helpdesk@fwps.org or X2111 as soon as possible.

_____ I will properly care for this device by:

- Ensuring the device remains in its snap-on case.
- Ensuring the device is protected from damage by water or other liquids (e.g. liquid damage such as from drinks, water, damage caused by pet urine).
- Ensuring the device is used solely by authorized district staff.
- Ensuring that only approved, manufacturer chargers are used.
- Ensuring the device is placed in a safe location when taken off campus (e.g. protected from view when placed in a vehicle, not exposed to high temps, etc.).

_____ I accept responsibility for any loss or breakage caused by my own negligence or intentional abuse. Negligence will be defined by the care instructions in this agreement and the aforementioned Safe Schools training. In this case, should there be a cost associated with returning the equipment to operating condition or replacing equipment, I will make such arrangements with Federal Way Public Schools. For the duration of the device refresh cycle:

1. If repairable, 1st incident, no fee
2. If repairable, 2nd incident, the actual cost of the repair, up to a max of \$50
3. Additional incidences will be the actual cost of the repair

In situations of neglect or intentional abuse, and the device is not repairable, the cost for replacement* will apply.

**As models age, the replacement cost of the model may lower and will be adjusted accordingly. Replacement cost will be at the current market price for that model or a comparable model at the time of replacement.*

_____ I am not responsible for the effects of normal wear and usage. Stickers should not be placed on the shell of the device or on the supplied case. Pictures may be inserted in between the shell of the computer and the snap-on case.

The employee signing below and taking possession of the equipment hereby agrees to accept all the preceding conditions and agrees to return the equipment upon request for any reason in a timely manner. When leaving the employment of the District, the employee must return the equipment to Information Technology Services as soon as possible, no later than June 30th, or incur financial responsibility for non-returned assets.

Your Signature: _____

Printed Name: _____

Date: _____

School: _____