Instruction

Exhibit – District-Issued Device Agreement

Purpose
Employees that are issued a device will be required to agree to the terms of use as outlined in this procedure. It is the responsibility of the employee to ensure the issued device is cared for in a manner reflective of the District's investment.

1. I understand that the device is the property of the District, and my use of the device is subject to the rules and procedures contained in the District's Acceptable Use Policy (6:235AP1, 6:235AP2, Exhibits 1-10). These policies, procedures, and exhibits can be found at www.molineschools.org.
2. I understand I am being issued a device to facilitate student instruction and enhance student achievement; it will be in my possession for use at school. It may also be in my possession for school use away from school. If it is not able to be in my possession, it will be locked and secured.
3. I understand that the device and all accessories will be returned to the District's Educational Technology Office immediately upon termination of my employment or at any time specifically directed by District authority.
4. I understand that in the event of damage, loss, or theft of the laptop, I will immediately notify my building administrator AND the Educational Technology Department. In the case of theft, I will file a report with the police department and provide all documentation to District administration.
5. I understand that I am required to report any instance of damage to the device, regardless of circumstance, to the Educational Technology Department. I may not use a third-party repair service or self-repair the laptop.
6. I understand that the District will assess any circumstance of total device loss due to my intentional act or negligence, and I may be responsible for device costs if determined I failed to adhere to these guidelines or the Acceptable Use Policy. Further, I understand that the replacement cost will be based on the following fee schedule:
    a. 1st year – 100% of purchase price
    b. 2nd year – 75% of purchase price
    c. 3rd year – 50% of purchase price
    d. 4th year – 25% of purchase price
7. I understand that I may not make any marks or use stickers on my device that are not easily removed.
8. I understand that it is my responsibility to make sure ALL files are backed up to my Google Drive folder. Further, I understand that the District is not responsible for any loss of data stored on the laptop.
9. I understand the following guidelines are recommended and expected to ensure the device's longevity:
    a. Any updates OR new software installations should be performed by EdTech.
    b. The device should never be left unattended in any unlocked area, i.e. classroom, instructional area, office, vehicle, or common area.
    c. The device should not be shared with anyone else, i.e. substitutes, paraprofessionals and students.
    d. Never expose the device to extremely hot or cold environments for long periods.
    e. Report to EdTech any issues immediately.

CABINET REVIEWED: September 2020, November 2020, September 2022