BBOED Staff: School Issued Device Use and Security Procedures Agreement

As a Bayonne School District employee, I understand that the school issued device assigned to me remains the property of the Bayonne Board of Education (BBOED). ***The School Issued Device Use and Security Procedures*** *outlined below will guide my use of this productivity tool.*

I: Security and Protection

- I agree to read and follow the district's Acceptable Use Policy and all other district policies related to technology and information security.
- I understand my District issued device is a mobile or laptop device, it needs to be with me at work every day and connected to the district network.
- I understand that my device / work station computer **MUST** remain free of any writing, drawing, stickers, or labels except those provided by the Bayonne Board of Education.
- I understand I am permitted to take my mobile District issued device, if applicable, home at the end of the workday, but it must return with me to work the following day.
- If applicable, I will lock my District issued device in a safe place in my classroom or office when not in use.
- I understand I am expected to protect my District issued device from misuse, damage and theft.
- I understand all student data is confidential and I will protect data that is accessible through district software and programs to avoid any data breach. I will report any suspected data breach immediately to my supervisor.
- I will not share any passwords related to my District issued accounts or district owned software with anyone.
- I understand if my District issued device is lost or stolen, I will immediately notify my supervisor and file a report with the police. (Must be done within 48 hours)
- I understand if I accidentally damage my District issued device (liquid, cracked screen, dropped, etc), I will receive a one-time replacement. If I damage a 2nd device, I will receive a chromebook for the remainder of the year.
- If applicable, Iunderstand if I damage or lose my device charger**,** it is my responsibility to purchase a new charger from the same manufacturer: ie: Apple (Macbook) or Hewlett Packard (Chromebook), etc. No 3rd party chargers will be accepted).
- I understand if the District issued device I am given becomes inoperable, I may need to use a "loaner" District issued device until the assigned District issued device is repaired and returned to me.

II: Connectivity at Home

- I understand my District issued device can be configured for use at home as well as at work.
- I understand the BBOED technical staff is not responsible for my home access or for setting up connections outside of the district.

III: User Interface at Home or District

- I understand specialized academic software required by my students or me must be cleared by the Technology Department prior to purchase and installation.
- I understand I will not permit students to use my District issued device, with the exception of classroom instruction or demo.
- I understand that this District issued device will be in my possession at all times, and I am not to lend my District issued device to anyone, including members of my family, for any reason.
- I understand I must return my District issued device and all BBOED supplied peripherals (case, adapters, mouse, printer, etc.) to the District Technology office. If I resign or retire or if I am planning an absence of more than two weeks (excluding summer vacation). The device and peripherals must be returned on your **last active day** of employment with the BBOED.
- I understand the BBOED Acceptable Use Policy and all related policies govern the operation of my District issued device on and off the BBOED network.
- I understand any repair will be requested via the District's online request form (Web Help Desk) and completed through the BBOED Technology Department.

The Bayonne School District Acceptable Use Policy applies to all use of district owned school issued devices within or outside of school facilities. I acknowledge these procedures have been shared with me, and I understand the procedures.

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Staff Member Name	Signature	Date