Lake Stevens School District
POLICY 1800F-4
Adopted: 8-12-26

LSSD Staff Mobile Device Loan Agreement

To be signed by staff only when issued a mobile device, including but not limited to a Chromebook, Windows laptop, cell phone, tablet, mobile hotspot, or other.

GENERAL OVERVIEW AND OWNERSHIP

This agreement governs the use and care of mobile devices assigned to individual staff members. This agreement covers the period from the date issued through the return date of equipment to the Lake Stevens School District Technology Department. All issued equipment shall remain the sole property of the Lake Stevens School District. Lake Stevens School District staff shall be issued mobile computing devices to support district missions, goals, and initiatives. Incidental personal use of electronic resources is permitted if the use imposes no tangible cost to the district, does not unduly burden the district's technology resources, and has no adverse effect on job performance or student academic performance.

EMPLOYEE RESPONSIBILITIES

The employee who is assigned the device is responsible for all use of the device, whether on district property or not. Employees may not loan mobile devices or components to others, including colleagues, students, friends, or family members. Employees should not leave devices unsupervised in unsecured areas. Each device will be asset tagged with a unique identifier that is not to be modified or destroyed.

DAMAGE AND FINANCIAL LIABILITY

The employee assumes financial responsibility for technology equipment usage off school property or outside of a school-sponsored event. The employee will be responsible for compensating the Lake Stevens School District for any loss or damages caused by misuse, abuse, physical damage, liquid damage, or neglect. All fees must be paid in full before devices will be returned or reissued. The determination of accidental versus intentional damage will be the decision of district or school administration.

THEFT AND LOSS PROCEDURES

The employee is responsible for theft of the mobile device after school hours. If the device has

been lost due to an employee's negligence, the employee will be solely responsible for the replacement cost of the device. The employee is responsible to report all incidents of theft off campus to the police. A copy of the police report must be given to the Technology Department within 48 hours. Any theft occurring on school grounds during school hours must be immediately reported to the building principal and Technology Department.

INSURANCE AND MONITORING POLICIES

Lake Stevens School District employees who have been issued a mobile device are advised to consider obtaining appropriate insurance through their preferred agent. District-issued mobile devices may be monitored for responsible use, asset tracking, and troubleshooting purposes, in accordance with the Lake Stevens School District Electronic Resources Policy and Procedures 1800. There should be no expectation of privacy regarding the contents of computer files or communication using any school owned mobile device or network. The employee will provide access to devices and accessories upon request by the school or district. A search of the device and files may be conducted if there is suspicion that any policies, procedures, or guidelines have been violated, which may be subject to discipline. The Lake Stevens School District will cooperate fully with local, state, or federal officials in investigations of suspected illegal activities conducted through district owned equipment.

EMPLOYEE AGREEMENT RECEIPT

I accept the conditions as outlined in this Device Agreement for equipment provided by the Lake Stevens School District including, but not limited to:

- All issued equipment shall remain the sole property of the Lake Stevens School District.
- I have read and understand the Electronic Resource Policy and Procedures 1800, and this Device Agreement.
- I am responsible at all times for the security and maintenance of my assigned device.
- I may not loan my device to others, including colleagues, students, friends, or family.
- I will be held financially responsible for damages or loss caused by intentional misuse, abuse, or neglect.
- I am responsible for managing the content on this device and understand Lake Stevens School District will not transfer or maintain any content unless it is required for your employment. The district is not liable for loss of content, for any reason, including hardware failure.
- I must return this device and all the accessories to the Technology Department upon resignation, termination, reassignment or end of the loan term.