

Employee Laptop Agreement

The Roseville City School District is pleased to offer employees a laptop computer for use in their place of work. As new replacement computers are added in the school district, we hope to continue to offer this equipment to our employees. Laptop computers offer mobility for employees, which may have advantages for classroom users. One such advantage is the ability to move the computer easily around the classroom or to be able to take the computer home to complete work for classroom projects at school. Employees who use a laptop computer, as their assigned classroom/work computer will need to agree to terms of use as outlined in this document.

The terms of use are listed below:

1. The laptop computer is the **property of the Roseville City School District** and issued to employees for the purpose of conducting school business. It is intended only for the use of the Roseville City School District employee to whom it is assigned.
2. **Recovery of Damages:** In case of equipment damage or theft, the Roseville City School District will determine appropriate liability and replacement responsibility. Employee may be held liable for damage or theft depending on the circumstances. (AR 3515.4 Business and Non-instructional Operations)
3. Each employee who is assigned a laptop computer must have a signed copy of Roseville City School District's Acceptable Use Agreement on file.
4. Each laptop computer is equipped with security software that will minimize the loss of data if the computer is lost or stolen. It is essential that the employee notify the Director of Technology at (916) 771-1600 Ext. 50141 within one working day of the event the laptop is, damaged, lost or stolen.
5. The laptop computer is a desktop replacement, therefore it must be at worksite during regularly scheduled workdays in order to take daily attendance and other requirements of the student records management system, receive administrative communications, and upgrades to software.
6. The laptop is issued to the employee for the current teaching/employed position. If the employee changes positions or schools, the laptop may be reassigned to other employees.
7. The employee may take the laptop computer home, or to other locations after work hours. However, the employee is responsible, at all times, for the care and appropriate use of the laptop computer. The employee shall not attempt to make any hardware repairs without the express permission from Technology Services.
8. The laptop computer is configured for optimal use on the school network. Roseville City School District's Technology department will not be able to assist employees at their home in order to connect the laptop to other Internet providers (Surewest, Comcast, etc.).
9. The laptop computer will need to be returned to Roseville City School District's Technology department from time to time to receive regular maintenance and upgrades. Employees will be notified when this becomes necessary.
10. Prior to issuance of laptops, all employees will receive basic care and usage training upon request.

PLEASE COMPLETE THE INFORMATION BELOW AND SIGN THIS AGREEMENT

Employee First Name: (Print) _____

Employee Last Name: (Print) _____

School / Department: _____

Room No. or Office Location(s): _____

Home Address: _____

City, State, and Zip: _____, CA, _____

Home Phone: _____

RCSD Inventory # _____

Computer Serial Number: _____

Computer Model: _____

Additional Equipment Assigned: (Circle)

- | | |
|--|---|
| 1.) Carry Bag | 4.) Power brick, adapter, and/or extension cord |
| 2.) Ethernet network cable | 5.) Other: _____ |
| 3.) Display Adaptor (i.e. HDMI to VGA, etc.) | |

I have received the equipment listed above and agree to the terms list on this form.

Printed Name: _____

Signature: _____ **Date:** _____

Approve: _____
School Principal, Supervisor, or Director of Technology

Issued By: _____

Original - District File, Copy available upon request