

## Employee Laptop Agreement

The Roseville City School District ("RCS D") 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 staff. 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 the 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 employee assigned.
2. **Recovery of Damages:** Beginning July 1, 2022 employees, either through negligence or deliberate damage, destruction, theft, or loss to any District-issued device may be financially liable for the damage, destruction, loss, or replacement cost of the device ([BP 3515.4 Business and Noninstructional Operations](#)).

### Responsible Care and Use:

- a. I will use my device(s) in ways that are appropriate, educational, and meet Roseville City School District's expectations.
  - b. I will not add any additional identification to the device(s) (this includes stickers, labels, drawings, or other marks).
  - c. The device(s) must never be left visible in a car or any unsupervised area unattended. If left in a classroom or office, the device should be secured in a cabinet, desk, or other space, not visible.
  - d. The device(s) is to be treated as a valuable object. It should not be thrown, dropped, or abused in any way.
  - e. The device(s) should not be used in or near proximity of water, household chemicals, or other liquids.
  - f. The device(s) should be protected from the environment to prevent damage.
  - g. Pencils, pen tips, and other pointed objects should never be used on the screen.
  - h. I will only use a clean, dry, soft cloth to clean the device(s), no cleansers or liquids of any type will be used.
  - i. I will return my device(s) upon request by Roseville City School District Administration.
3. Each employee who is assigned a laptop computer must have a signed copy of the Roseville City School District's Acceptable Use Policy 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 Executive Director of Technology within one business day in the event the laptop is damaged, lost, or stolen.
  5. The laptop computer is a desktop replacement, therefore it must be at the worksite during regularly scheduled workdays in order to take daily attendance, and other requirements of the student management system, receive administrative communications, and upgrades.
  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 re-assigned to other employees.

7. The employee may take the laptop computer home, or to other secure locations after business hours. However, the employee is responsible, at all times, for the care and appropriate use of the laptop computer.
8. The employee shall not attempt to make any hardware repairs.
9. The laptop computer is configured for optimal use on the District's network. RCSD's Technology Services department will not be able to assist employees at their home in order to connect the laptop to other Internet providers, or connection to at-home peripherals (i.e. Printers, Scanners, etc.).
10. The laptop computer will need to be returned to the Roseville City School District Technology department from time to time to receive regular maintenance and upgrades. Employees will be notified when this becomes necessary.
11. Employees are responsible to return all equipment provided to them in original condition (with reasonable wear). Including but not limited to charger, adapter, carrying case, mouse, etc.
12. Employees on long-term leave (21 days or more) are required to leave the laptop at the site.
13. Prior to the issuance of laptops, all employees will receive basic care and usage training upon request.
14. District-owned technology no longer in use **can not** be purchased by District staff.

**PLEASE COMPLETE THE INFORMATION BELOW AND SIGN THIS AGREEMENT**

Employee First Name (Print): \_\_\_\_\_

Employee Last Name (Print): \_\_\_\_\_

School | Department: \_\_\_\_\_

Home/Mobile Phone: \_\_\_\_\_

**To Be Completed by Technology Services:**

RCSD Inventory #: \_\_\_\_\_

Computer Serial Number: \_\_\_\_\_

Computer Make & Model: \_\_\_\_\_

**Additional Equipment Provided (Please check all that apply):**

**Equipment**

**Qty:**

**Staff Initial**

Display Adapter (i.e. HDMI, VGA, Multi-display port, etc.)

Charger, Power brick, adapter, and/or extension cord

Other: \_\_\_\_\_

**I have received the equipment listed above, and agree to the Terms of Use outlined on this form.**

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_