

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 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 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. The employee may be held liable for damage or theft depending on the circumstances ([BP 3515.4 Business and Noninstructional Operations](#)).
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 Director of Technology at (916) 771-1646 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. The employee shall not attempt to make any hardware repairs.
8. The laptop computer is configured for optimal use on the District's network. Roseville City School District's Technology Services department will not be able to assist employees at their home in order to connect the laptop to other Internet providers (i.e. Surewest, Comcast, AT&T, etc.), or connection to at-home peripherals (i.e. Printers, Scanners, etc.).
9. 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.
10. 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.
11. Employees on long-term leave (21 days or more) are required to leave the laptop at the site.
12. Prior to the issuance of laptops, all employees will receive basic care and usage training upon request.
13. 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: _____

Room No. or Office Location(s): _____

Home Address: _____

City, State, and Postal Code: _____ CA, _____

Home Phone: _____

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
Carrying Bag		
Ethernet Network Cable		
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.

Printed Name: _____

Signature: _____ Date: _____

Approved: _____

Issued By: _____