



Employee Agreement for the Assignment of a Laptop/Chromebook Computer

This agreement is entered into between the Adrian Public School District (APS) and any employee assigned a APS laptop (Chomebook).

The employee named below has received the following equipment: laptop, power cord, mouse and carrying case. He/she agrees that the equipment is in NEW working order at the initiation of the agreement period. If the employee retires, resigns from the school district, or finds employment outside of APS, all equipment must be returned to the APS Technology Department at the Central Office(s).

The employee named below is responsible for this equipment at all times. The employee is responsible for taking reasonable precautions to secure the laptop in such a manner that it will not be subject to theft or damage. Loss, theft or damage to this laptop must be reported to the employee's supervisor, in this case APS Technology Department (kmodzel@adrian.k12.mi.us or tshirley@adrian.k12.mi.us). Employees are responsible for any loss, theft or damage that occurs outside of APS school or district locations.

- If a laptop is damaged or in need of repair, the employee should submit an email in contact to to contact **kmodzel@adrian.k12.mi.us** or **tshirley@adrian.k12.mi.us**. However, if the repairs needed are found to be due to negligence, the signer/employee may be responsible for these repairs.
- If a laptop has been lost or stolen, the staff member is directed to contact **kmodzel@adrian.k12.mi.us** or **tshirley@adrian.k12.mi.us**

To be completed by APS Employee: *Please initial, sign and date below:*

\_\_\_\_\_ I have read and agree to abide by the APS Acceptable Use Policy as outlined in document. I understand that my use of this laptop is governed by the guidelines set forth in this policy.

\_\_\_\_\_ I understand that this laptop must be secured by a password at all times. I understand that I am responsible for maintaining the confidentiality of any data stored or accessed on this laptop. **I understand that this laptop is managed by a central system that will allow District personnel to monitor Internet activity and wipe/lock the device** in the event of loss or theft. In the event of loss or theft, APS personnel may attempt to track the location of the device using remote/location tracking tools.

\_\_\_\_\_ I will notify the APS Central Office if I am retiring, resigning, transferring to another form of employment, or taking a leave of absence in excess of two weeks. I will return this equipment to the site APS Technology Department as a result of my change of status.

\_\_\_\_\_ I understand that this laptop will be my primary computer for use by me in my "extended classroom" or "work from home" area.

\_\_\_\_\_ I agree that the laptop will be under my possession and responsibility, during this time that will be **determined by the APS Technology Department and Central Office.**

\_\_\_\_\_ I agree that I am accountable for the property listed in this document, and that I must exercise reasonable care in its safekeeping. Equipment owned by APS that is assigned to me will only be used within the scope of the duties of my position and for school-related business. I will not use the equipment for personal use. Nor will I place stickers, decals or mark/brand the device.

\_\_\_\_\_ I agree that loss, theft or damage to this laptop will be immediately reported APS Technology Department. Unless I provide a police report for the loss, theft or damage that occurs outside of APS school or district locations, I agree to promptly provide payment for the full replacement value of the laptop to the APS. **The full replacement value of the laptop is: < \$310.00 >**

Employee Name (please print): \_\_\_\_\_

Building Assigned to: \_\_\_\_\_

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

Date: \_\_\_\_\_, 2020

To be completed by APS Technology Services Department

Computer Model #: **HP Chromebook 11 (v010nr)**

Asset Tag #:

*A hard copy of this form must be filed at the school site. A scanned electronic copy may be filed in the shared network folder.*