



Central Bucks Employee Device Agreement

I, _____, understand and agree to the following:

- The device (iPad/laptop) is considered an essential teacher resource and is provided to **support meaningful and engaging instruction** and/or **professional duties**.
- These **devices are managed by the CBSD Technology and Innovation Department**, which includes the ability to remotely access the device to install apps/software, assist in the geo-location of these devices (locate them on a map), and provide technical support.
- **Photos and videos** taken on these devices must be educational in nature and purpose. Any content stored on these devices (including photos and videos) **must be professional and appropriate**.
- These devices must be at school during regularly scheduled workdays and may be used at locations outside of school, in accordance with the other provisions of this form, outside of the regularly scheduled workday (to include the summer recess).
- These devices are assigned based on teaching assignments and may be reassigned if teaching assignments change. In the case of leaves of absence, end of employment, or retirement, **the devices must be turned into your building principal on your last day**.
- These devices are governed by the provisions of all relevant school district policies, including, but not limited to Board Policy 815, 816, and 420, available on the CBSD website.
- These devices must be stored in a secure location when not in the immediate possession of the employee. If it is necessary to leave the devices in a parked car, please ensure that they are not visible.
- In the event that these devices are stolen or otherwise not returned to the District while in the custody of the employee, the employee is responsible for the replacement cost unless a police report is timely filed. Lost or stolen devices must be reported to the school principal within 48 hours and police reports must be provided to the Technology and Innovation department within one week. **Failure to abide by these procedures will result in the full replacement cost being billed to the employee.**
- The employee is responsible for taking prudent measures to ensure the proper care and maintenance, physical safety, and security of these devices. Please do not place stickers or decals on the devices.
- The employee is responsible for entering a Help Desk ticket for any device damage. The ticket should include a detailed explanation of the incident to ensure that the issue is resolved properly. A loaner device or replacement device may be provided as necessary. **If damage is determined to be caused by misuse, repair costs will be billed to the employee.**
- These devices may be collected at the end of the regular school year (or at any time when special circumstances arise) for the purpose of technology updates and maintenance.
- The Technology and Innovation Department will provide one charging cord and one pen* (when applicable*) per laptop and one charging cord, one charging block, and one cover per iPad. Any additional or replacement device accessories are at the expense of the employee. These tools are to be handed back in when the device is collected back from the employee.

Signature: _____

Date: _____

Printed: _____