



Central Bucks Employee Laptop Agreement

I, _____, understand and agree to the following:

- The laptop is considered an essential teacher resource and is provided to support meaningful and engaging instruction.
- This laptop is managed by the Technology and Innovation Department, as is the case with all district technology equipment. This includes the ability for the CBSD Technology and Innovation Department to remotely install software, remotely access this device, and to assist in the geo-location of this device (locate it on a map).
- The laptop must be at school during regularly scheduled work days.
- Outside of the regularly scheduled work day (to include the summer recess), this laptop may be used at locations outside of school, in accordance with the other provisions of this form.
- This laptop is 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 laptop must be turned in to your building principal on your last day.**
- The use of this laptop is governed by the provisions of all relevant school district policies, including, but not limited to Board Policy 815, 816, and 420, which are available on the CBSD website.
- The laptop must be stored in a secure location when not in the immediate possession of the employee. If it is necessary to leave the laptop in a parked car, please ensure that it is not visible.
- In the event the laptop is stolen or otherwise not returned to the District while in the custody of the employee, (s)he is responsible to the District for the replacement cost unless a police report is timely filed. Lost or stolen laptops 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 this laptop. Please do not place stickers or decals on the laptops. This includes web cams. You may purchase a **Security Webcam Cover** instead of using tape.
- The employee is responsible for entering a Help Desk ticket for any laptop 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.
- This laptop 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 provides one charger, one pen* and one travel dock*(when applicable*) per device. Any additional or replacement pens/chargers/travel docks 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: _____