



**Teacher Mobile Computer Off Campus Use Agreement**

I understand and agree to the following:

I may not take any technology device “off campus” without permission and completing the checkout form for that device.

That all conditions of the Board policy and Acceptable Use Agreement apply regardless of where or by whom this device is used.

That I will not be held responsible for computer problems resulting from in-district school-related use; however, I understand that I am personally responsible for any damage, theft, or loss of the laptop computer and/or related equipment and accessories due to negligence. The district provides in-district time and resources for contractual duties, and use of the laptop is optional, problems resulting from such use are my responsibility.

I understand that devices being taken off of campus must be checked out to me, and an approved checkout form must be current and on file for each device.

I take sole responsibility for any device and its use during the checkout period, including when I transport it in a personal vehicle or use it during off hours at any other non-work location except when travelling for work related business (ex. Conference/Training).

If the device is lost, stolen, or damaged off campus, I am responsible.

I will report theft or damage immediately to the district IT department and administrator. If the device is stolen off campus, I will file a police report immediately.

*The district’s insurance provider will not cover the loss; it will expect your homeowner’s policy to cover it, the district recommends adding the device to your homeowner’s policy. The district may require you to pay for repairs or replacement prior to any settlement you may receive from your homeowner’s or other personal insurance policy. If your insurance company denies your claim, you are still financially responsible for the repair or replacement of the device.*

I will not allow family members or others to use the device.

I will not install any personally owned software onto the device.

I will not store any files on the device which could constitute a copyright or licensing violation, or could be deemed illegal or of an inappropriate nature.

I will not transport any data on the device that would compromise the identity of others, or puts any other protected data, passwords, or information at risk. This includes student information that would violate FERPA if that data is accessed by others, or if the device is lost or stolen.

I have read and understand the above restrictions and responsibilities.

Printed Name: \_\_\_\_\_

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

Administrator Approval \_\_\_\_\_ Date: \_\_\_\_\_