

# **Rich Township High School District 227 Laptop Use & Security Agreement**

**Manufacturer:** \_\_\_\_\_ **Model #:** \_\_\_\_\_

**Computer Tag#** \_\_\_\_\_ **Computer Name:** \_\_\_\_\_

**Campus:** \_\_\_\_\_ **Department:** \_\_\_\_\_

*As a Rich Township High School District 227 employee, I understand that the Laptop assigned to me remains the property of the Rich Township High School District (RTHSD). The **Laptop Use & Security Policy** outlined below will guide my use.*

**Article I: Security at School**

1. I understand that I am permitted to take the Laptop home at the end of the school day, or
2. I will secure the Laptop in my office or classroom when not in use.
3. I understand that leaving the Laptop in a car can promote theft and damage from temperature extremes.
4. I understand that I am expected to protect the Laptop from damage and theft at all times.

**Article II: Appropriate Use**

1. I understand that I will adhere to the RTHSD Acceptable Use Policy, and said policies govern the operation of my laptop on and off the RTHSD network.
2. I understand that I may use my school discretionary funds, where available, to purchase any necessary RTHSD approved add-ons and storage devices (e.g. additional battery pack, mouse, monitor, jump drive) and that such purchases then become the property of the Rich Township High School District.
3. I understand that I will not be able to install any programs or applications onto my Laptop without the written permission of the technology department.
4. I understand that any additional specialized academic software (that is not on the image) and is required by me must first be approved by the Information Technology Director prior to the purchase and installation.
5. I understand that I will not permit students to use my Laptop, with the exception of supervised classroom instruction or demonstration.
6. I understand that I am not to lend my Laptop to anyone, including members of my family, for any reason.
7. I understand that I am responsible for the appropriate use of my Laptop.
8. I understand that I must return my Laptop to the campus appointed designee if I resign or if I am planning an absence of more than two weeks.
9. I understand that any repair will be handled through the RTHSD Information Technology department.
10. I understand that I will not be held responsible for computer problems resulting from regular school-related use, but may be held responsible for any problems caused by my negligence as deemed by the District's administration.
11. Laptops will be inspected upon their return. If there has been any damage beyond normal wear and tear or if the laptop and any of its accessories are lost or stolen, I will be liable for the cost to repair or replace them.

"I agree to pay all costs associated with damage to this laptop computer or its associated peripheral equipment or its replacement costs should it be lost or stolen while it is in my possession. I understand that the replacement cost for this laptop computer is based on the retail price of equipment with similar specifications. Repair costs will be based on actual costs for parts and labor."

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**Printed Name**

**Signature**

**Date (mm/dd/yyyy)**