

Staunton City Schools

P.O. Box 900 116 West Beverley Street, Staunton, VA 24402-0900
Phone 540-332-3920 Fax 540-332-3924
www.staunton.k12.va.us

Teacher Laptop Agreement

The school division is pleased to be able to begin to offer teachers a choice between a desktop computer and a laptop computer for use in their classroom. As new replacement computers are added in the school division, we hope to continue to offer a choice of these equipment profiles to classroom teachers.

Laptop computers offer mobility for end users which may have advantages for classroom users. One such advantage is the ability to move the computer easily around the classroom or to be able to take the computer home to complete work for classroom projects at school.

Teachers who elect to use a laptop computer as their assigned classroom computer will need to agree to certain terms of use as outlined in this document. The terms of use are listed below:

1. The laptop computer is the property of the Staunton City School Division and issued to employees for the purpose of conducting school business. It is intended only for the use of the school employee to whom it is assigned.
2. The laptop computer is a desktop replacement, therefore it must be at school during regularly scheduled work days in order to receive administrative communications, upgrades to anti-virus and other software, to take daily attendance and other requirements of the student records management system, etc.
3. The laptop computer may be taken home or to other locations after school hours by the employee. However, the employee is responsible, at all times, for the care and appropriate use of the laptop computer.
4. Each user who is assigned a laptop computer must have a signed copy of the Staunton City Schools Acceptable Use Policy on file.
5. Each laptop computer is equipped with security software that will prevent the loss of data if the computer is lost or stolen. It is essential that the employee assigned a laptop notify the Technology Department 540-332-3920 immediately if the laptop is lost or stolen.
6. The security software also will report the laptop if it has not connected to the internet within 20 days. If you are planning to use the laptop at home over the summer you will need to connect to the internet at least once every 20 days or bring it back to school and connect it once each 20 days.
7. The laptop computer is configured to be used on the school network. The Technology Department will not be able to assist you at your home in order to connect the laptop to other internet providers.
8. The laptop is issued to you in your current teaching position. If you change positions or schools, the laptop may be reassigned to other teachers.
9. The laptop computer will need to be returned to the technology department from time to time to receive regular maintenance and upgrades. You will be notified when this becomes necessary.
10. Division and school policies regarding appropriate use, data protection, computer misuse, health and safety must be adhered to by all users of the computer.

(continued)

If you have read and agree to the terms listed above and wish to be assigned a laptop computer, please complete the information below and sign this agreement.

Employee First Name: (Print) _____

Employee Last Name: (Print) _____

School: _____

Room Number: _____

Home Address: _____

City, State, Zip: _____, _____, _____

Home Phone: _____

Computer Serial Number: _____

Computer Model: _____

Additional Equipment Assigned: (Circle)

Carry Bag

Cat 5 Network Cable

I have received the equipment listed above and agree to the terms listed on this form.

Printed Name: _____

Signature: _____ Date: _____

Approve: _____
School Principal

Issued By: _____
First Name, Last Name

Original – District File , Copy 1 – User,