

Sussex County Public Schools

Employee Laptop Computer Issue Agreement

As an employee of Sussex County Public Schools, please read this agreement carefully and sign below indicating acceptance of the terms and conditions of the issuance of a laptop by Sussex County Public Schools Technology Department.

As an employee of Sussex County Public Schools, I understand and agree that:

The laptop issued is and will remain the property of Sussex County Public Schools.

The privilege of a laptop may be revoked for not following the terms and conditions of this agreement or policies set forth by Sussex County Public Schools Acceptable Computer Use (AUP) Policy, Regulations and Personnel Agreement.

Use of this laptop on or off school division property requires adherence to the Sussex County Public Schools Acceptable Computer Use Policy, Regulations and Personnel Agreement.

This laptop is intended for school related instructional purposes only.

Installation of software is forbidden on this laptop without written permission from Sussex County Public Schools Technology Department.

For accounting purposes, assigned laptops may not be swapped among staff members.

Laptops needing repair or other services will be treated no differently than any other computer in the school division and will be prioritized accordingly. While every effort will be made for a quick turn around. Due to the large number of computers in the division and the limited number of technology staff, delays could exist.

Continuation of the laptop assignment program is contingent upon several factors including but not limited to funding, support requirements and employee usage, handling, treatment and care of the laptops.

The laptop is issued as new equipment and in excellent working order. It is the responsibility of the employee who is assigned the laptop to ensure that it remains in its current condition. Any mishandling or damage incurred while in the employee’s possession will be assessed and handled accordingly. If the laptop is damaged due to employee handling, the employee will be held responsible and liable for any expenses associated with their inappropriate use and for costs incurred in repairing the laptop.

Damages should be reported to IT Department as soon as possible. 434-246-6469

It is your responsibility to report theft of this equipment to law enforcement IMMEDIATELY.

Any violations of this agreement will result in immediate revocation of the employee’s access privileges. The employee also understands that violations may be subject to local, state, federal, and international law.

Signature of Staff Member _____

Printed Name of Staff Member _____

Date _____ School/Building _____

Computer Name: _____ Serial Number: _____

Adopted: September 2007