

District 20 Laptop User Agreement

District 20 will provide a laptop for most staff members for use by both the teacher and the student. This was a collaborative decision which will provide many opportunities for support of the District's instructional program. Among these were the advantages of keeping your "workstation" with you at all times. The main idea is for students to use these laptops as the "4th computer" in your room during school hours, and for staff to use them before and after school hours. You must be aware that these laptops are district owned, and if you are no longer employed by the district or on a leave of absence the laptop must be returned. Until then, you have sole responsibility for this laptop. This laptop is provided as a tool for your professional use, and you are expected to have it with each day. You are welcome to take the laptop with you when you leave the building keeping in mind that it must return with you each day. Please take the necessary precautions with this equipment to keep it safe and secure. For example, don't leave it on the hot sun or extreme cold, or in an unlocked car.

The technical support team has done everything possible to make this laptop simple and easy to use. To insure the laptop functionality, there are some rules. No additional software will be loaded or downloaded without the approval from the Technology Coordinator. A district tech will do the actual installation of the approved software. If you choose to install additional software without approval the hard drive will be wiped clean and restored to its original condition. Please be aware that periodically your laptop may have to be returned to the Tech department for upgrades or maintenance.

You may save files to your local hard drive or to a USB drive while working away from the district. Be sure to move these files to your home directory as soon as you connect to our network again to ensure you do not lose any work.

I have read and understand the laptop agreement.

Name _____ School _____

Signature _____ Date _____