

# LANCASTER CITY SCHOOL DISTRICT



## TECHNOLOGY EQUIPMENT AGREEMENT FORM STAFF

NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

BUILDING: \_\_\_\_\_ HOMEROOM: \_\_\_\_\_

The school district's Technology Equipment Program is designed to prepare students and staff for their future, a world of digital technology, global information, and instant communication. Increasing access to technology is essential for that future.

With the assignment of technology equipment to access the resources of the world also comes the need to identify responsibilities and establish policies, rules, and regulations that will govern the use of the equipment. These issues range from the need to protect student access to care and maintenance of the equipment.

The Lancaster City School District owns all technology equipment and associated hardware and software. The technology equipment is lent to the staff member (named above) for educational purposes only. The serial number will be recorded and staff members will sign for the equipment before it's issued. The staff member to whom technology equipment is issued is solely responsible for what happens to it. The technology equipment may only be used for educational purposes, in accordance with the District's policies/rules.

## Staff Responsibilities

Your technology equipment is an important learning tool and is to be used for educational purposes only. In order to take your technology equipment home each day, you must be willing to accept the following responsibilities.

- When using the technology equipment at home, at school, and anywhere else users will follow the policies of the Lancaster City School District - especially Policy EDE and abide by all local, state, and federal laws.
- I will treat the technology equipment with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I will recharge the technology equipment battery as needed.
- I agree not to place decorations (stickers, markers, etc) on the equipment.
- I understand that the technology equipment is the property of the District. All accounts, programs, and files are subject to inspection at any time without notice.
- I will not lend the technology equipment to anyone, not even my friends or family; it will stay in my possession at all times.
- I will keep all accounts and passwords assigned to me secure and will not share these with anyone.
- I will be responsible for all damage or loss caused by neglect or abuse. I or my home owners or rental insurance must cover the cost to replace the technology equipment due to loss or damage. In order to prove that neglect or abuse were not the cause of damage or loss, a police report must be submitted to the building principal/supervisor (i.e.: theft, vandalism).
- I will not load any software onto the technology equipment without first receiving permission.
- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
- I agree not to share personal information about myself (e.g. full name, address, or other personal information) and about my family, friends, or anyone else.
- I agree not to search for, display, download, or distribute vulgar, offensive material or images as described in applicable District policies (e.g. Acceptable Use Policy, Internet Use).
- I agree to abide by school rules that will identify technology equipment procedures when I am not in an academic class (e.g. cafeteria, assemblies, after school activities/events).

The staff member named below may be issued technology equipment to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this equipment. In order for the staff member (named above) to take the technology equipment home, he/she must be willing to accept the following responsibilities. The equipment that may be checked out to the staff member (named above) under the Technology Equipment Form is limited to the following items:

Flip Cameras	Cameras	Video recorders	Laptops
E-Book readers	Tablets	Flash Drives	Other
iPods/iPads			

- I will review materials provided by the school to ensure that I understand the school's responsibility and my responsibility.
- I understand that the School District has made all reasonable attempts to provide a safe environment for staff within the District's network. I also understand that the District cannot control staff access to internet content when staff is not within the District's network. Staff using their District assigned equipment are responsible and accountable for appropriate use of the internet regardless of where they are, or when internet access occurs.
- I will make sure that the technology equipment is used and stored appropriately at home.
- I will not load, delete programs, or attempt to repair the technology equipment.
- I will monitor that the technology equipment battery is being recharged regularly.
- I understand that I am responsible for all damage or loss that is caused by neglect or abuse.
- I agree to make sure that the technology equipment is returned to the school when requested and upon withdrawal from school.

Staff Member (printed name) \_\_\_\_\_

School /Department \_\_\_\_\_

**Item Checked Out:** Flip Camera  Camera  Video Recorder  Laptop   
 E-Book reader  Tablet  Flash Drive  iPod/iPad   
 Other  \_\_\_\_\_  
Description

**Brand:** \_\_\_\_\_ **Serial Number:** \_\_\_\_\_ **Board Tag# (if applicable):** \_\_\_\_\_

Staff Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_