

Hamilton Community Schools Staff Device Loan Agreement

General

Hamilton Community Schools employees may be issued one or more mobile computing devices based on job function or program requirement. Mobile devices shall be provided to support district missions, goals, and initiatives. At the time of equipment distribution, recipients will be required to sign a Receipt of Equipment Form. Staff will be responsible for the security and maintenance of their assigned devices.

Definition of Mobile Computing Device

The use of the following district issued hardware devices are covered in these guidelines:

- Laptop and Tablet computers, iPads, keyboards, mice and other input devices and mobile device accessories, including cases and chargers.

General

This agreement governs the use and care of mobile devices assigned to individual staff members. This agreement covers the period from the date issued through the return date of the equipment to HCS. All issued equipment shall remain the sole property of Hamilton Community Schools.

Personal Use

Hamilton Community Schools Staff shall be issued mobile computing devices to support the district mission, goals, and initiatives. Limited personal use of the equipment is permitted if the use:

- Imposes no tangible cost to the district
- Does not unduly burden the district's technology resources
- Has no adverse effect on job performance or student academic performance

In addition:

- Users may not use district's equipment to perform or solicit the performance of any activity which is prohibited by law.
- Users may not use the system to transmit or publish information that violates or infringes on the rights of any other person or information that is abusive, obscene, defamatory, or sexually offensive.
- The district computer equipment shall not be used for commercial purposes of any user or for advertisement or solicitation without prior written approval from the Superintendent.

Employee Responsibilities

- Employees are required to bring devices to work each day.
- The employee who is assigned the device is responsible for all use of the device.
- Employees are responsible at all times for the device, whether on district property or not.
- Employees may not loan mobile devices or components to others, including colleagues, students, or family members.
- Employees should not leave devices unsupervised in unsecured areas.
- Each device will be asset tagged with a unique serial number that is not to be modified.

Resignation, Termination, or Reassignment

The employee must turn in the device and accessories to the technology department upon resignation, termination, or reassignment. Any additional accessories must also be returned.

Device Repairs

In the event a mobile device needs repair, enter a Help Ticket to report the issue. All repairs will be performed by HCS/OAISD technology department staff. Employees or their friends or family members are not allowed to attempt the repairs themselves or to contract with any other individual or business to repair any district owned computer equipment.

Monitoring

District issued mobile devices may be monitored for responsible use, asset tracking, and troubleshooting purposes. Employees will provide access to devices and accessories upon request by the school or district.

There should be no expectation of privacy regarding the contents of computer files or communication using any school owned device.

Warranties

Mobile devices frequently carry manufacture issued warranties. However, the warranties do not cover against damage caused by misuse, abuse, neglect, or accidents.

Damage

The employee assumes financial responsibility for technology equipment usage off school property or outside of a school sponsored event.

- The employee will be responsible for compensating Hamilton Community Schools for any loss or damage caused by intentional misuse, abuse, or neglect.

Theft

The employee must report incidents of theft occurring off campus to the police. A copy of the police report must be given to the school principal within 48 hours. Employees who fail to do so will be held responsible for the replacement cost of the device. Any theft occurring on school grounds must be immediately reported to the principal.

Employee Agreement Receipt

Complete the following section for each issued device

I accept the conditions as outlined in this device loan agreement for provision of equipment by Hamilton Community Schools including, but not limited to:

- All issued equipment shall remain the sole property of Hamilton Community Schools.
- I am responsible at all times for the security and maintenance of my assigned device.
- I am required to bring my device to work each day.
- I may not loan my device to others, including colleagues, students, friends, or family members.
- I will be held financially responsible for damage or loss caused by misuse, abuse, or neglect.
- I must return this device and all accessories to the Technology Department upon resignation, termination, or reassignment.

Device Type (Circle One)

iPad

Chromebook

Laptop

Other _____

Device Model _____

HCS Asset Tag _____

Employee Name (print) _____ Employee ID # _____

Employee Signature _____ Date _____