

## *Portable Technology User Agreement*

The purpose of technology in Monongalia County Schools (MCS) is to support learning and enhance instruction. All equipment purchased with funds from a variety of sources (including but not limited to special education, Gear-Up, grants, local levy, SUCCESS, Tools for Schools, vocational/technical education, and initiatives such as the Teacher Leadership Institute) is property of Monongalia County Schools. The nature and convenience of portable technology has mandated the need for a consistent and uniform statement for off-site use of equipment. The threat of viruses and spyware, misuse of hardware, installation of illegal software all necessitate safeguards.

This equipment is for use by students and employees of MCS for work related to the educational program. It should not be used for personal or private purposes, and it should only leave the site/school when the work assignment so necessitates. The expectation is that the equipment is available at the school/site for daily use.

A currently signed acceptable use policy must be on file for any staff member. Those taking equipment out of the building should revisit that policy and must adhere to it both in and out of the school building and have a Portable Technology User Agreement on file as well.

Individual equipment must be maintained in the same manner as equipment housed permanently at the MCS site. Virus protection and anti-spyware software must be kept current. Additional software may be installed only with permission of the designated site technology contact.

Any maintenance, repair, and/or replacement of equipment due to negligence may be the financial responsibility of the employee taking the equipment off-site. Employees should verify coverage by homeowner's insurance, as the employee will be responsible for theft or loss.

I understand and agree to the above.

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Equipment type and model: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Return date: \_\_\_\_\_

# Laptop Guidelines



This MCS laptop is for your professional use

Therefore it needs to be in your classroom/office every day of the school year

Having this laptop means that you are accepting responsibility for its care

Report any issues/problems/damage to the principal and school-level technology contact

Use the laptop on flat surfaces to reduce the risk of dropping it

Do not put anything on top of the laptop

Avoid carrying the laptop with the lid open

Avoid having food/drink near the laptop

Avoid touching the screen with fingers, pens, pencils, erasers

Help reduce the risk of viruses and spyware by keeping anti-virus and anti-spyware programs up-to-date and running them on regular basis

Do not allow anyone else to use the laptop if it is for a non-educational purpose. Use of the equipment must be for educational purposes or directly related to your job. Do not allow family and friends to use the equipment for personal reasons.

Do not share any logins/passwords with anyone else.

Do not use this laptop for commercial or political purposes

It is your financial responsibility if the laptop gets damaged due to any intentional, malicious act.

Return the laptop to your supervisor/principal when you transfer, resign, retire or there is a change in your employment status.

Remember, the laptop does not belong to you.  
It is assigned to you. Take care of it.  
It'll take care of you!

