

Employee Printed Name: \_\_\_\_\_

Device(s): \_\_\_\_\_

Serial Number(s): \_\_\_\_\_

District ID#: \_\_\_\_\_

### 2020-2021 LAPTOP/IPAD ACCEPTANCE & USER AGREEMENT FORM

The Augusta School District recognizes that with the implementation of the laptop/iPad initiative there is a need to protect the investment by both the District and the Staff. The method chosen is a \$25 dollar deductible, paid at the employee's expense if damaged due to non-work related occurrences or misuse. Deductibles collected will be applied to repairs of laptops/iPads/tablets NOT covered by any manufactured warranty, extended warranty or home owners' policies.

As an employee:

- *You agree to all of the terms in the District's Staff Laptop/Tablet Policy, the District's Acceptable Use Policy, and the District's Tech Support policies, and understand that all laptops, tablets, equipment, and/or accessories the District has provided to you are the property of the Augusta School District.*
- *You will not install any additional software or change the configuration of the equipment in any way without prior consultation with Tech Support.*
- *You will not allow any other individuals to use any laptop, tablet, and/or related equipment and accessories that have been provided to you by the District. You understand that a violation of the terms and conditions set out in the policies above will result in the restriction and/or termination of your use of the District's laptop, tablet, equipment, and/or accessories and may result in further discipline up to and including termination of employment and/or other legal action. You will return the equipment to the District in the same condition in which it was provided to you.*

The following outlines the various areas of protection: warranty, accidental damage protection, and repair fees.

**LAPTOP/IPAD WARRANTY:** The manufacturer warrants the laptop/iPad from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair or replace the laptop/iPad. The manufacturer's warranty does not warrant against damage caused by misuse, abuse, accidents, or computer viruses.

#### **ACCIDENTAL DAMAGE PROTECTION:**

Employees are assigned district laptops/iPads. When a device is damaged, the employee will be responsible for paying a \$25 deductible for its repair. This repair fee (deductible) will be applied if the damage is due to spills, drops, etc. The repair fee will be charged for each incident. This coverage does not provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage, or cosmetic damage.

**DISCLAIMER:** If you are **not** issued a device, by signing this form you agree to abide by the District's Acceptable Use Policy and you also agree to follow the guidelines of the Augusta Board Computer Use Policy IIBG. These documents are located here [https://www.usd402.com/144902\\_2](https://www.usd402.com/144902_2). The District Acceptable Use Policy concerns accessing Districts technology infrastructure. You hereby waive any right to privacy in using district computers, networks, the Internet, and other online services, including electronic mail/email. You also consent to the access of the disclosure of your use of these electronic tools. I have read, understood, and agree to the information contained in the District Acceptable Use Policy and the Augusta Board Computer Policy IIBG. I understand that by signing this form, the User defined below will be granted access to the Network and the privileged and responsibilities involved.

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By my signature I recognize that the district will charge a \$25 repair fee for any qualifying damages to devices. The \$25.00 payment is non-refundable. In addition, I agree to abide by the District's Acceptable Use Policy and you also agree to follow the guidelines of the Augusta Board Computer Use Policy IIBG.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

**ADDITIONAL INFORMATION:** In cases of theft, vandalism and other criminal acts that occur on school property, a police report, or in the case of fire, a fire report **MUST** be filed by the staff member for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office. In cases of intentional damages to laptop/iPad staff members are responsible for full payment. Warranty or School District Laptop Protection **DOES NOT** cover intentional damage of the laptops/iPads.

**RETURN FORM TO LINCOLN TECH OFFICE**