



Employee Laptop Device Loaner Agreement

Please read, complete, and return this form. Failure to complete this form will result in a device not being issued.

The undersigned agrees to comply with District guidelines and policies regarding the Acceptable Use (AUP) of technology, hardware, and software and acknowledges receipt of a summary of these applicable expectations. The undersigned agrees to follow any administrative directives and procedures put forth in writing regarding additional care and use of this loaned device. In addition, the undersigned specifically agrees and understands:

- the device remains the property of South Middleton School District.
- to use the device for school or professional development purposes only. Employees should not use the device for personal matters or to conduct any type of business or other enterprise.
- to not install any software or modify software, firmware, or hardware on the device without approval from a technology department administrator.
- to not write on or place any labels or stickers on the laptop.
- to ensure any documents created will be stored or backed up on a District-owned cloud storage service such as a shared drive, Google Drive, or OneDrive.
- to bring the laptop back to school and log in to the network at least once a month in order to ensure that antivirus software and other updates pushed out through the network are current.
- to report any problems/issues through the District Support Center and understands that Technology staff may reimagine the device at any point.
- to return the device at the conclusion of the school year for inventory and software updates.
- to not loan the device to anyone.
- to not provide the employee's password or other access codes to any other person.
- to comply with the confidentiality and privacy requirements of the Family Education Rights and Privacy Act ("FERPA") and the Individuals with Disabilities Education Act ("IDEA") and all other federal and state laws relative to education records when using a school issued laptop.

The person signing this agreement accepts responsibility for the specified items entrusted and agrees to take measures to minimize the possibility of this equipment being subjected to theft, inappropriate usage, and damage (accidental or intentional) while the equipment is in his/her care/possession. Prior to taking possession, the borrower must complete the information below, indicating agreement to pay for repair or replacement if the equipment and/or casing is deemed unusable by the District.

The undersigned agrees to indemnify and hold harmless the South Middleton School District, its officers, employees, and Directors from any and all claims arising from possession and use of the equipment whether for personal injury or property damage including incidental, indirect, special, consequential, punitive, or exemplary damages of any kind including loss of information or economic damages.

Name: _____

Device Model Number: _____

Device Serial Number: _____

Device issued: **yes** Case issued: **yes** Power Adapter issued: **yes**

Signature _____

Date: _____