

McGregor Independent School District

District Employee Laptop Agreement

The district is pleased to offer employees a laptop computer for use in administration, curriculum preparation, classroom management, and instruction. The laptop device offers mobility and 24/7 access to instructional materials, resources, and applications.

Employees assigned a district laptop device must agree to the terms outlined in this Agreement.

Terms of Use:

1. The laptop computer is the property of McGregor ISD and issued to district employees for the purpose of conducting school business. It is intended only for the use of the district employee to whom it was issued. The laptop is not to be loaned to anyone.
2. Each user must have a signed district Network Acceptable Use Policy and Laptop Agreement on file before being issued the laptop computer.
3. The laptop is the primary computing device and therefore, must be at school every day for use in classroom management, administrative communications, upgrades, daily attendance, etc.
4. The laptop computer may be taken to other locations after school hours by the employee only. The employee is fully responsible, at all times, for the care and appropriate use of the computer. The laptop and accessories should always travel in the padded case provided.
5. The laptop is configured for use on the district network; however, employees may join out-of-district networks. The Tech Department will not be able to assist in connecting to other Internet providers out-of-district.
6. The laptop and accessories must be stored in a safe and secure location. These items must not be left visible while not in the user's possession.
7. In the instance of damage due to negligence or abuse of the laptop and/or accessories, the employee will be held responsible for replacement or payment of repairs.
8. If the laptop computer is damaged, lost or stolen, the employee must notify the Tech Department immediately. In the instance of a stolen laptop, the employee will be required to file a police report and provide a copy to the Tech Department.
9. The laptop computer is equipped with district software applications that must be upgraded on a regular basis by the employee. The Tech Department will assist with software upgrades as needed. These software applications may not be removed. Laptop system settings may not be modified by the employee without approval from the Tech Department. Additional software may not be installed by the employee without Tech Department approval.
10. Employees may not make any permanent personal identifying marks on the laptop computer and/or accessories.
11. The laptop computer is issued to employees based on their teaching position. If an employee changes positions, the laptop may need to be returned to the Tech Department and reassigned to another teacher.
12. The employee is responsible for the confidentiality and security of confidential information on the laptop, including, but not limited to, education records and personally identifiable student information. Confidential information should be stored on a network drive instead of directly on the laptop computer.
13. The MISD Tech Department reserves the right to collect the laptop computer at designated times for service, maintenance, and repair. Employees will be informed of these possible maintenance periods.
14. The terms of this Agreement must be adhered to by all users of the computer at all times.

