*All employees using a Salem Public Schools Laptop computer will be required to complete, sign, and abide by the use and agreement document included below.*

## ***Laptop Receipt and Use Agreement***

In receiving this laptop from the Salem Public Schools, I, (name) _____, (position) _____ agree to adhere to the school department Technology Standard Operating Procedures, and this Laptop Receipt and Use Agreement. This includes making no computer alterations, adding no softeware and/or hardware, or attempting any repairs ***without prior written consent*** of the Director of Information Systems.

The serial number of this laptop is _____.

This laptop is equipped with standard operating software, Microsoft Office, appropriate Internet access software and the following:

_____

_____

Installation of any programs not licensed to the Salem Public Schools is prohibited. Staff will be held individually liable for license violations. The school department will not support or provide technical assistance for any applications or hardware not listed above.

Any Salem Public Schools identification labels that are attached to or displayed on the laptop and associated peripherals shall not be removed or altered.

Security Measures

- Laptops should always be transported in a computer case and stored in a safe, secure, temperature-appropriate environment.
- The employee agrees to exercise appropriate cautions in return for the use of the laptop.
  *For example, laptops should not be left in a motor vehicle overnight since exposure to extreme heat or cold can be damaging. Additionally, the employee will not leave the laptop in an insecure area at any time.*
- While in the possession of the employee, the laptiop will be covered under the user's Insurance Policy #_____.
- The laptop user will be responsible for any damage beyond normal "wear and tear".
- If the laptop is lost or stolen while in the possession of the employee, the employee will be responsible for its replacement and when returned, the laptop must be in the same condition as when it was received.
  *Information Systems staff will not the laptop's condition prior to releasing it to the employee.*

***No confidential student information will be stored on a laptop computer when it is removed from Salem Public School property.***

All incidences of theft and vandalism must be reported within twenty-four (24) hours to the Salem Public Schools Department of Information Systems. All repairs must be done by qualified Information Systems staff in accordance with warranty requirements.

School department laptops are issued for school related educational and operational activities.
The laptop can be used on and off school premises, is expected to be at school for daily use and will replace any existing office computer(s). Requests for use of more than one computer must be submitted to the Director of Information Systems for approval.

***In order to be scanned for viruses, the laptop must be connected to the Salem network, particularly after being used off school premises.***

I understand that the laptop must be returned for maintenance and upgrade for a two-week period during the calendar year. I have read and signed the Salem Acceptable Use Policy and agree to abide by the requirements set forth in this contract. In accordance with School Committee policy, the laptop will be returned to the Department of Information Systems upon termination of employment with Salem Public Schools.

Signature: _____ School:_____ Date: _____

Laptop returned: _____ Received by: _____ Checked by: _____