



Dougherty County School System
TEACHER/STAFF LAPTOP COMPUTER AGREEMENT

Name: _____ Employee ID#: _____
School/Location: _____ Room#: _____
Home Address: _____ Home Telephone #: _____
Work Telephone#/Ext: _____
Asset #: _____ Replacement Value \$: _____
Manufacturer: _____ Model #: _____ Serial #: _____

I understand that I am being issued a laptop computer to facilitate student instruction and enhance student achievement; it will be in my possession for use at and away from school.

I understand that I am responsible for the laptop computer, including accessories and peripherals, issued to me and that I will care for the equipment in such a manner as to prevent loss or damage. I further understand that:

- In the event of damage, loss or theft of the laptop, I will immediately notify my principal or designee for repair or replacement matters.
• In the case of damages which occur due to my intentional act, neglect or abuse of the laptop, or because of my failure to follow Board of Education (Board) Policies, Administrative Rules (Rules) or guidelines, including this agreement, I understand I will be held responsible for payment of repairs. Normal wear and tear is not included.
• If the laptop is lost, stolen or damaged due to my intentional act, neglect or abuse of the laptop, or because of my failure to follow Board Policies, Rules or guidelines, including this agreement, I will be responsible to reimburse the District for the replacement cost.
• The laptop should be transported in its case and stored carefully so it is not susceptible to damage.
• The laptop should not be left inside a vehicle where temperature extremes can permanently damage the unit and/or its components.
• The laptop should not be left unattended in any unlocked area; i.e. classroom, instructional area, office, vehicle, or common area.
• The laptop should be locked in desks, cabinets or other secured spaces and should not be left visible while not in the user's possession.
• I may not make any permanent personally identifying marks on the laptop computer.
• The laptop computer, canvas bag, power brick w/6 foot power cord, Port Replicator, and network patch cable will be returned to the proper District authority immediately upon termination of my employment, or at any other time as specifically directed by District authority. (Employee Initial to Confirm Receipt of the above listed items)
• Any data corruption or configuration errors caused by the installation of unauthorized or illegal software may result in a loss of all data on the laptop and/or system due to the need for a complete reload.
• I am responsible for backing-up all data on the laptop. The District is not liable for lost data.
• Use of this laptop is governed by and subject to the rules and conditions contained in DCSS School Board Policy - IFBG (computer/internet user policy) and other applicable Board Policies, Rules and guidelines.

I understand and agree that I am responsible to the District for the cost of repair or replacement of a unit that is damaged, lost or stolen as a result of my intentional act, neglect, or abuse of the laptop or because of my failure to follow Board Policies, Rules and guidelines, including this agreement. I agree to the above terms and conditions and agree to fully cooperate with property loss reporting requirements and with property loss incident investigations.

My signature below indicates I have thoroughly read and understand the above information.

Signature _____

Date _____

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LAPTOP CHECK-IN

This page is to be completed by the site property control staff.

Items returned:

	Received by Initials
1. Laptop computer (asset # _____)	_____
2. Canvas bag	_____
3. Power brick with 6 foot power cord	_____
4. Network patch cable	_____
5. Port replicator	_____

Condition of items returned:

Returned by:

Signature

Date

Received by:

Signature

Date

*Please attach to page 1 of this document.