



Laptop Use Policy Form

1. Employee adheres to the LPS Acceptable Use Policy (Located on LPS website and also available upon request.)
2. Employee understands that this will replace their existing teacher and Mimio PC/Laptop in their classroom.
3. Employee is responsible for their own data and should be backing up on a regular basis.
4. Employee is responsible for the confidentiality and security of identifiable student information on the laptop.
5. Assigned laptops can remain with employees as long as they remain an active and eligible employee. Upon termination of employment, the laptop and power cord must be returned in the condition they were received.
6. While the LPS understands that educational uses of the laptops exist outside of school, the laptops are intended for daily in-school, classroom use to support teaching, and learning. Therefore, LPS expects that the laptop will be in-school on a daily basis. The employee agrees to connect the laptop to the LPS network on a regular basis to receive software updates which are deployed weekly via the LPS network.
7. Laptop is the property of the LPS and is for teaching & learning use by the employee. Placing stickers, writing on, engraving or otherwise defacing/marketing the laptop or case are prohibited. The assigned employee assumes the responsibility for the actions of others while using the laptop.
8. Employee assumes the responsibility of laptop security and care. The laptop should not be left in an unsecured location and must be locked while not in use. If the laptop is lost, stolen or damaged while on or off school property, the incident **MUST** be reported within 24hrs to the Principal and IS&T (and if necessary school safety and the local police department.)
9. Laptops that are lost, stolen, or damaged beyond repair will result in financial loss to LPS. If it is determined that the loss/damage of the laptop is the result of the employee's failure to take reasonable effort to secure the laptop, or because of the employee's intentional act, the employee assumes **FULL FINANCIAL RESPONSIBILITY** (\$590).
10. Laptops have district-installed standard software and printers. Additional authorized/educational software may be installed on the laptops, assuming appropriate, legal licensing is maintained. District standard software may not be duplicated, transferred or downloaded to any other system or media. LPS is not responsible for any service interruptions, loss of data or any other consequences thereof from the result of downloading or installing software. Any data corruption or configuration errors caused by the installation of unauthorized software may require a complete re-installation of Windows of the laptop. (Contact Help Desk for Installation help.)
11. Employee agrees to contact Help Desk for repair, and support. The acceptance of the laptop for repair does not guarantee it will be fixed. Some repairs/issues may not be repairable. Loaner laptops may or may not be available if we have some while the employees' laptop is being repaired.



LAWRENCE PUBLIC SCHOOLS

Information System & Technology Department



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12. School

13. Room (This laptop will be used to replace the teacher and mimio pc in your room.)

14. Teacher Full Name (Confirmed with ID, to be filled in by IT.)

15. Do you have a school issued computer/laptop? (May apply to some staff with offices.)

16. Computer Name (To be filled in by IT.)

17. Service Tag (To be filled in by IT.)

18. Service Tag (Confirmed by teacher.)