

Manitou Springs School District 14 District Hardware Agreement

Technology has become an integral part of our professional lives in education. Manitou Springs School District 14 is providing you with a laptop computer and/or an iPad and phone (applies to Directors and Administrators only) to assist you with your work and to promote technology use to improve teaching and learning. Although the equipment is being issued to you, it remains district property and requires acknowledgement of the agreement, which is standard best practice for schools and businesses. Thank you for reviewing and signing the agreement as follows.

If I am in receipt of the laptop computer, iPad and components or phone, which have been issued to me by my employer, Manitou Springs School District 14, I understand and agree that, to the best of my ability, I will take appropriate and reasonable care of this equipment and will maintain the security of the equipment along with its components, both in and out of the school environment. I agree to follow appropriate procedures as periodically provided by the District. Further, I understand that although I am not responsible for normal wear and usage, I am responsible if any damage is determined to be abuse, misuse, or neglect. I understand that should this equipment be lost, stolen or damaged while not at school, I will file the appropriate claim through my homeowners or auto insurance.

I understand and agree I will not change the standard configurations of the equipment, as determined by the School District, including but not limited to drivers, operating system, etc. Further, I understand that I will not install any non-school related software or peripherals unless approved by the Technology Director.

I understand and agree that I will not loan this equipment to anyone including students and/or family members.

I understand and agree that I will report any malfunction or irregularities of this equipment to my building tech as soon as there is a problem.

I agree to comply with the Board of Education policies, regulations and procedures, including the district Acceptable Use Policy.

Further, I understand and agree that should my employment be interrupted or terminated for any reason, i.e. leave of absence, resignation, INR status, and retirement or termination, this equipment is the property of Manitou Springs School District 14 and must be returned to the Technology Director, before my last day of work. I understand that failure to comply with this procedure will result in the garnishment of my final paycheck until said equipment is returned or restitution is made to the district.

Proper care includes:

- keeping the laptop in its protective case when not in use and the iPad in the provided case
- never exposing the equipment to magnets, liquids, extreme temperatures, children, pets or dirt
- handling the equipment with care
- keeping the equipment secure: locked or in your possession

Other items for consideration:

- use the laptop battery only when AC power is not available
- don't install or remove any cards or drives from the laptop.
- clean the exterior periodically (laptop/iPad should be turned off)
- don't mark the laptop/iPad with ink or other substance
- don't put any stickers of any type on the laptop/iPad
- follow the laptop/iPad shut down or suspend procedure