Teacher Laptop Agreement

Walden is pleased to be able to offer full-time teachers and administrators a laptop computer for use in their classroom and for work related purposes.

Laptop computers offer mobility for users which may have advantages for classroom use. One such advantage is the ability to move the computer easily around the classroom or to be able to take the computer home to complete work for classroom projects at school.

Teachers who elect to use a laptop computer as their assigned classroom computer will need to agree to certain terms of use as outlined in this document. The terms of use are listed below:

1. The laptop computer is the property of the Walden School of Liberal Arts and is issued to employees for the purpose of conducting school business. It is intended only for the use of the school employee to whom it is assigned.
2. The laptop computer is a desktop replacement, therefore it must be at school during regularly scheduled work days in order to receive administrative communications, upgrades to anti-virus and other software, to take daily attendance and other requirements of the student records management system, etc.
3. The laptop computer may be taken home or to other locations after school hours by the employee. However, the employee is responsible, at all times, for the care and appropriate use of the laptop computer.
4. Each user who is assigned a laptop computer must have a signed copy of the Walden School acceptable Use Policy on file.
5. Each laptop computer shall uses Google Education Suite as its method of document storage which will ensure the retention of Walden School data should Walden need to access said data for any reason. It is essential that the employee assigned a laptop notify the Administration 801-427-0674 hannah@waldenschool.us immediately if the laptop is lost or stolen.
6. The laptop computer is configured to be used on the school network. The Technology Department will not be able to assist you at your home in order to connect the laptop to other internet providers.
7. The laptop is issued to you in your current teaching or admin, or staff support position. If you change positions or schools, the laptop may be reassigned to other teachers.
8. The laptop computer will need to be returned to the technology department from time to time to receive regular maintenance and upgrades. You will be notified when this becomes necessary.
9. Any personal use of a Walden Laptop Computer is subject to access by Admin or IT at any given time they deem necessary.
10. Any and all educational information collected, stored or created on your Walden laptop shall not be deleted and will be retained as the property of Walden School of Liberal Arts and the Utah State Board of Education.
11. Laptops which are damaged beyond reasonable wear and tear, or laptops which are lost, will be the responsibility of the employee to replace at face value.
12. Laptop MUST be returned by the end of the school year or IMMEDIATELY at end of contract. A late fine per day will assessed for laptops not returned per the contract.
If you have read and agree to the terms listed above and wish to be assigned a laptop computer, please complete the information below and sign this agreement.

Employee First Name: (Print) _________________________________________
Employee Last Name: (Print) _________________________________________
School: __________________________________________________________________
Position: __________________________________________________________________

Home Address: __________________________________________________________________
City, State, Zip: ________________, __________, __________________________
Home Phone: ________________________
Computer Serial Number: __________________________________________________________________
Computer Model: __________________________________________________________________
Additional Equipment Assigned: (Circle)
Charger
HDMI Cable

________________________________________
________________________________________

I have received the equipment listed above and agree to the terms listed on this form.

Printed Name: __________________________________________________________________

Signature: _____________________________ Date: _________________

Issued/Approved By: _____________________________