

Taft School District 90

Certified Staff - Request for Computer and Acceptable Use of Staff Issued Computer

The District is providing each certified staff member with a computer in order for them to perform their professional responsibilities and duties. These devices are district owned and must be returned upon leaving the District or upon request by your school principal, superintendent or their assignee if scheduled upgrades are necessary. In the event of a leave of absence, the device must be returned for use by the long-term substitute. Each certified staff member will have the sole responsibility for the computer issued to him/her. Necessary precautions with this equipment to keep it safe and secure are expected to be taken by the certified staff member. For example, do not leave it in the hot sun or extreme cold, in an unlocked car, or in an unsecure location in the building.

The computers have been set up for you to save your files in the My Documents folder and network share folder. Regular maintenance and management of your files and backing up of those files is highly recommended to prevent the loss of your work. Should the hard-drive of the computer issued to you be unable to be repaired in a reasonable amount of time, it will be re-imaged and restored to its original condition. This will result in the loss of data and any non-district standard or approved software that has been installed. In some cases, your computer may need to be sent out of the district for repair. In this case, the district will attempt to provide you with a "loaner" computer during this time, should one be available.

By signing below, I indicate my request for a District issued computer, I understand the conditions for requesting a computer, and I will comply with the expectations as follows:

- The computer issued to me, along with all accessories, remains the property of Taft School District 90, and must be relinquished immediately upon request.
- The computer issued to me will be set with a password prior to deployment and I will need to change that password immediately upon receipt of the issued computer. Passwords should not be shared with anyone unless requested by the District or its support personnel. Additionally, passwords should NEVER be taped to the top or inside of the computer.
- Bring this computer to my classroom(s) daily.
- Check electronic mail at least two (2) times during the business day, and respond to electronic mail in no more than 24 hours.
- Install or update only software that is property of Taft School District 90 and has been purchased by the District. Personal software, purchased for home use, is not considered legally owned and licensed software on this computer. I understand that the district will not support ANY software I install. I further understand that installing any additional software not authorized by the District is not allowed, may result in damage to the computer and require re-imaging, and the subsequent loss of legitimate data.
- Not allow others to work on this computer, including students and other staff unless under direct supervision by me.
- Utilize the mobility provided me by this computer to enhance professional practice and student learning.
- Support student use of district standard software and resources.
- All identification labels attached to or displayed on the device must remain intact, and I will not change any identifying components of the computer (i.e. device name).
- Failure to comply with any part of this agreement constitutes a breach of this user agreement and immediate forfeiture of the technology issued to me for my professional use.

Staff Name:	Device Name:	Serial Number:
Accessories provided: Carrying case/bag and power supply.		
Signature:	Date : / /	