

La Grange District 105 Staff Laptop/iPad Agreement

- I will follow the guidelines, listed below, for proper care of the laptop.
- I will use this laptop in accordance with the Acceptable Use Policy (AUP).
- I will primarily use the computer for school or professional development purposes.
- I will not install any software on the computer unless it has been approved by the district's technology department. (Requests for software modification or installation should be made 3 days in advance of when they are needed.)
- Any modifications I make in the computer's settings will be for usability or cosmetic reasons only.
- I will not disable or uninstall any program that is provided with the machine.
- It is my responsibility to back-up documents or work to my network drive when I sign back into the network.
- I will report any problems/issues I encounter while using the laptop to the technology department.
- I will return this laptop and its accessories by the date and time determined by the technology department.
- I understand the laptop is for my use only during the regular school year and will be returned to the technology department for maintenance the last day of school.
- I understand that the technology staff will reimage the laptop at any point where it becomes unusable or unstable, and at the end of the year the computer may be restored to the state it was in the first day I received it.
- I understand that imaging (returning the software to its initial state) may be a course of action for any repairs or modifications on the computer.

Guidelines for Proper Care of the Laptop

1. The laptop is not to be loaned to anyone.
2. No software is to be loaded onto the laptop other than software expressly approved by the technology department.
3. technology department.
4. Proper care is to be given to the laptop at all times, including but not limited to the following:
 - a. Be careful with food and/or drink while using the laptop.
 - b. Do not leave the laptop exposed to extreme heat or cold.
 - c. Do not drop the laptop or allow it to fall.
 - d. Use a surge protector or unplug the laptop during electrical storms.
 - e. Give care appropriate for any electrical device.
 - f. Do not attempt to repair a damaged or malfunctioning laptop.
 - g. Do not attempt to upgrade the computer hardware or software.
 - h. Do not allow children to "play" on the computer.
5. Proper security is to be provided for the laptop at all times, including but not limited to the following:
 - a. Do not leave the laptop unattended.
 - b. Do not leave the laptop in any unlocked home, office, classroom or car.
 - c. Do not let others borrow the laptop.
 - d. The laptop should be locked down when not in use.

Please fill out and return to the Technology Department:

I _____ understand and agree to follow the policies outlined in this document. I have been assigned laptop tag # _____ to use for the duration of the school year.

Name (print) _____ School: _____

Signed: _____ Date: _____

iPad Users:

iPad Tag Numbers: _____