

**Tehachapi Unified School District  
Employee Agreement  
Relating to District-Issued Technology  
2019-2020**

This Agreement is between the undersigned Employee and the District on the binding policies on Employees who are issued technology for their exclusive use, on or off-campus, as well as before, during and after school hours. By signing this Agreement, Employees agree to be bound by its terms and conditions.

Employees should expect no privacy in their use of District's technology resources. Employee's use of District technology may be supervised and monitored, including Internet usage, and can reveal all activities engaged while using the District's technology. District may exchange technology at any time, transfer Employee files, and examine the original technology for Internet and other usage, even outside the District's data network.

Please read this Agreement carefully, as the rules apply to all District-owned computers, devices, tablets, or other electronic devices, and the software, programs, including email and related materials that may be loaned or signed-out to Employee (collectively, "device" or "devices"), whether used at school or at home.

In consideration of being provided with a device, Employee hereby agree as follows:

**1. DEVICE CHECK-IN AND CHECK-OUT**

**1.1 Device Ownership**

The District retains ownership of the Device and grants permission to the Employee to use the Device, according to the guidelines set forth in the District's Acceptable Use Policy ("AUP") document and this Agreement.

**1.2 Device Check-Out**

Devices will be checked out to Employees as deemed appropriate by District. Employees must sign and return this Agreement before the Device can be issued to Student.

**1.3 Device Check-in**

All Devices, cases, chargers, and school-provided accessories must be returned on request or at the end of each school year. Employees who leave employment of Tehachapi Unified School District for any reason, must return their Device on the date of termination.

If an Employee fails to return the Device at the end of the school year or upon termination, or on request, that Employee may be subject to discipline and the Employee may be subject to civil liability. The Employee may be required to pay the replacement cost of the Device, or, if applicable, any insurance deductible.

**2. TAKING CARE OF YOUR DEVICE**

**2.1 General Precautions**

- Only use a clean, soft cloth to clean the screen, no cleansers or liquids of any type.
- Cords and cables must be inserted carefully into the Device to prevent damage.
- Devices must remain free of any writing, drawing, stickers, or labels that are not the property of the District.

- Devices should always be locked or supervised directly by the Employee to whom it is assigned. Devices should never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Employees are responsible for keeping their Device's battery charged.

## **2.2 Device Problems**

It is Employee's responsibility to maintain a working Device at all times.

If the Employee's Device is not working properly, the Employee will need to reach out via the technology support channels.

If the Device cannot be fixed, the Employee will be issued a different Device to use on a temporary or permanent basis.

Do not attempt to remove or change the physical structure of the Device.

## **2.3 Only One User**

Do not allow anyone else to use the Device that you have been assigned.

## **3. USING YOUR DEVICE**

### **3.1 Charging Your Device's Battery**

It is the Employee's responsibility to maintain and use the charger. Devices should be fully charged each evening.

### **3.2 Screensavers/Background photos**

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug or gang related symbols or pictures will result in disciplinary actions.
- Personal passwords are not to be used, only a District-issued passwords.

### **3.3 Sound, Music, Games, or Programs**

- Software/apps/games must be District provided and approved.

### **3.4 Home Internet Access**

Employees may use wireless networks at home to use their Devices. Employees are not typically required to have Internet or wireless Internet access at home, and in times of special circumstances, as where schooling at home instead of at school, those without home Internet connections should contact their administrator to make arrangements for visiting a school campus.

### **3.5 Device Undergoing Repair/Substitution of Equipment**

The District has a limited number of spare Devices for use while a Device is repaired or replaced, and District cannot guarantee a loaner will be available. This agreement remains in effect for such a substitute. The Employee must report a broken, lost or damaged Device.

## **4. MANAGING YOUR FILES & SAVING YOUR WORK**

### **4.1 Saving to the Device/Home Directory**

Employees must save work on their Devices. Devices will NOT be backed up in case of re-imaging. It is the Employee's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work.

### **4.2 Downloading and Personalizing the Device**

Stickers and other markings on the Device are not allowed. Each Device is identified in the system used by the District.

## **5. SOFTWARE ON THE DEVICE**

### **5.1 Originally Installed Software**

The software originally installed by the District must remain on the Device in usable condition and be accessible at all times.

From time to time the school may need to add applications for use in a particular course and the Device must be accessible to the District.

### **5.2 Additional Software**

Employees are not allowed to load extra/additional software/apps on their Devices.

If technical difficulties occur or non-District installed apps are discovered, the Device will be restored from backup. The District is not responsible for the loss of any software or documents deleted due to a re-format and re-image.

### **5.3 Inspection**

Employees may be selected at random to provide their Device for inspection. Any Technology or Admin member may confiscate any Device at any time for any reason.

## **6. DISCLAIMER**

The District makes no guarantees about the quality of the Device provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from its use. Any charges an Employee accrues due to personal use of the Device are to be borne by the Employee. The District also denies any responsibility for the accuracy or quality of the information obtained through Employee access to information resources.

## **7. DEVICE LOAN AGREEMENT**

### **Employee Pledge for Device Use**

Your Device is an important learning tool and is for educational purposes only. In order to be loaned a Device, you must accept the following responsibilities:

- I will take good care of my Device.
- I will never leave the Device unattended.
- I will not take my Device into the restrooms or locker rooms.
- I will never loan out my Device to other individuals.
- I will charge my Device's battery daily.
- I will keep food and beverages away from my Device.
- I will not disassemble my Device or attempt any repairs.

- I will use only my Device in ways that are educational, appropriate and meet District expectations.
- I will not place decorations (such as stickers, markers, etc.) on the Device or deface the serial number.
- I understand that my Device is subject to inspection at any time without notice and remains the property of the District.
- I will follow the policies outlined in this Agreement and the District's AUP while at school, as well as outside the school day.
- I will not load extra software/apps on to my Device, or subject it to unauthorized password protection.
- I will be responsible for all damage or loss caused by willful conduct, neglect or abuse.
- I agree to return the District Device, case, and power cords in good working condition.
- I will notify school officials in case of theft, vandalism, and other acts covered by protection or insurance.
- I will not cause the District to incur any expense through my personal use of the Device, and will pay any such charge on request.
- I understand there is no expectation of privacy in my use of the Device, at school or home or elsewhere.
  
- I will not attempt to repair or alter the Device, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report to the school any problems with the Device.
- I will make sure that my child recharges the Device battery nightly.
- I will make sure that my child brings the Device to school on request.
- I understand that if my child loses or damages their Device that they may not be able to participate in educational activities and their grade could be affected.
- I agree to make sure that the Device is returned to the school when requested and upon my child's withdrawal from the District.

WILLFUL DAMAGE: I understand Employees are responsible for full payment of willful damages to Devices. Warranty, Accidental Damage Protection, or School District Device Protection DOES NOT cover intentional damage of the Devices.

**\*I have read, understand, and agree to follow all responsibilities as outlined in this Agreement.**