

**Warren County Board of Education
P.O. Box 1106
Warrenton, NC 27589**

2021-2022 - LAPTOP LIABILITY CONTRACT/LAPTOP RECEIPT

Staff Responsible Use and Liability Contract

In keeping with the Warren County Board of Education's (hereafter the WCBOE) goal of enhancing the delivery of instructions to students by making technology available to as many of its students and faculty as possible, through this contract, computer hardware and software are being made available, on loan, to teachers for use both in the classroom and at home. In consideration for the opportunity to borrow and use a laptop computer system, the teacher/staff member agrees as follows:

Appropriate Use

I, as a teacher/staff member in Warren County Schools, agree to be responsible as follows:

- I will be responsible for the proper use, as defined by Warren County Schools, of the computer equipment loaned to me.
- I will not load unauthorized or inappropriate software on this computer.
- I will not change the operating system or setting on this computer
- I will not use this computer for immoral, illegal, or unethical purposes.
- I will notify the school help desk (computer technicians) if my computer becomes inoperable damaged, or stolen.

Acceptance of Liability

- I will be responsible for the timely return of my laptop as directed by my employer.
- I will communicate any problems or questions with the laptop to the school's computer help desk (computer technician). I will return the laptop to my school, as directed in the written policy, should it become inoperable. The WCBOE, will at its discretion, repair the inoperable component(s) or replace said component(s), subject to availability.
- I will immediately notify law enforcement and computer technicians if my computer is stolen or vandalized and immediately provide the WCBOE with the resulting police report.
- I will be responsible for any fee(s) for my damage to the computer and computer accessories. If any component (ie. charger, laptop bag) of the computer is missing, I will pay the required fees.

Detailed Listing of Equipment Loaned

Teacher/Staff Name: _____ School: _____

Equipment: Laptop model# _____ (initials) _____ Power Cord (initials) _____ Case (initials) _____

Fixed Asset Number: _____

Home Address _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Teacher/Staff Signature: _____

Laptop Receipt Date: _____

Central Office Staff Signature: _____ Date: _____

***A technology usage fee of \$20.00 may occur for the 2021-2022 school year and thereafter.**

Rev 8/3/21