

Piñon Unified School District No. 4 • Technology Department
Technology Agreement Form • SY 2023-2024

This Technology Agreement is between _____, (employee)
& Piñon Unified School District No. 4 (Owner), and is subject to the terms and conditions below.

Terms and Conditions of User Agreement

-TERMS. *Technology equipment is the property of Piñon Unified School District and issued to you, the employee, for the purpose of conducting school PUSD related-business. It is intended only for the use of the school employee to whom it is assigned. In order to ensure the confidentiality of educational records, unauthorized individuals, such as students and family members, are prohibited from using district computers assigned to district employees. District employees who violate the terms of this agreement are subject to discipline in accordance with District Policy. PUSD does consider conduct in violation of PUSD policy to be within the course and scope of employment or the direct consequences of the discharge of one's duties. An agreement form must be filled at the beginning of every school year. Unauthorized access is forbidden.

-GUIDELINES FOR PROPER CARE. The employee may take technology equipment home or to other locations after school hours; however, the employee is responsible, at all times, for the care and appropriate use of the equipment. Do not eat or drink around technology equipment, expose to direct sunlight, or extreme cold & heat. Do not allow unauthorized individuals, such as children, student, family members, to play on the equipment. Do not leave equipment in any unlocked home, classroom, office, or car.

-UNACCEPTABLE USES. At all times *Technology equipment must be lawfully used in accordance with all District policies, including the District Acceptable Use Policy located in District Policy IJNDB-R.

-PRIVACY. The User has no right of privacy as to any information or file maintained in or on the PUSD's property or transmitted or stored on the PUSD's laptop, computer, or any *Technology equipment checked out. All Users must safeguard the PUSD's confidential information from disclosure, in compliance with District policy.

-MAINTENANCE, MODIFICATIONS, UPGRADES, REPAIRS. The employee shall keep the equipment in working order & condition. Any repairs or upgrades, must be approved and/or repaired by PUSD Technology Department.

-STOLEN, MISSING, or DAMAGED ITEMS. Any *Technology equipment that is stolen, missing or damaged must be reported *IMMEDIATELY*. If theft occurred off PUSD campus, the report must be made to the nearest law enforcement agency if criminal activity is suspected. A copy of a police report must be delivered to PUSD Technology Department with 24 hours. If the theft, loss or damaged takes place on PUSD campus, the report must be made to PUSD Technology Department. The User may be responsible for any replacement fees that are listed on form.

-TERMINATION. The PUSD may terminate this Agreement without notice.

-RETURN POLICY. At the end of the **SY 2023-2024** the User shall return all related Technology equipment to the Technology Department. Any un-returned items or damaged items may result in a fee. I have reviewed the above-stated terms and agree to comply with the terms, including providing my consent to withhold money owed by me under this agreement from my PUSD paycheck.

-REPLACEMENT FEES. Please review fees below. Fees will reflect depreciation values.

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|---------------------------|-----------------------------|------------------------------|
| • Dell Laptop - \$920 | • Apple MacBook Air - \$999 | • iPad - \$800 |
| • Dell/Apple Power - \$60 | • Video/Camera - \$100 | • Radio – Depending on model |

I understand that I am responsible for any missing, stolen, lost and/or repairs, replacement, and damage fees for any Technology Items that were checked out to me for SY23-24. Int _____

Technology equipment such as: laptops, desktops, 2-way radios, iPads, chargers, cables, phones, cameras, and other Technology equipment