EMPLOYEE TECHNOLOGY (i.e., iPads, iPhones, Laptops, etc.) USER AGREEMENT

District-owned technology devices (i.e. laptop computers, iPads and iPhones, etc.) are the legal property of the Lawton School District and are provided to certain employees for use both on and off school grounds in order to enhance, enrich, and facilitate teaching and learning, administrative duties, as well as school communications. Technology devices provided by the school are to be used for school-related business, curriculum enhancement, research, communications and other instructional purposes. Internet activities must be consistent with this purpose.

Because information technology devices are district provided benefits, there can be no expectation of privacy with respect to an employee's use of information technology resources, including computers whether hardwired, wireless or handheld, hardware, software, files (current or deleted), portable media, portable storage devices, mobile devices and phones, the internet and email, including attachments. This includes, but is not limited to, accessing stored information, reviewing logs of incoming and outgoing information and messages, as well as the content of that information.

Incidental personal use of laptop computers and other devices must not adversely affect the performance of employee's official duties or the organization's work performance, must not be disruptive of co-workers or students, must be of limited duration and frequency, should be restricted to matters that cannot be addressed during non-duty hours, effectiveness or usefulness of the district's technology resources.

I understand that:

1. I will follow and enforce all the rules and conditions of Lawton Public Schools' Information Technology Policies and Procedures in addition to the following set of rules. A currently signed Acceptable Use Policy (EFBCA) Contract must be on record.

2. The laptop has district-standard software installed. Additional district authorized software and educational/ professional software may be installed on this computer, so long as it does not interfere with the operation of the computer for district business.
   - •District-standard software may not be duplicated, transferred or downloaded to any other system or media.
   - •Lawton Public Schools is not responsible for any service interruptions or loss of data.
   - •Any data corruption or configuration errors caused by the installation of unauthorized software may require a complete re-imaging of the laptop and may result in loss of laptop privileges and possible disciplinary actions.

3. Antivirus software has been installed and configured for the laptop and will automatically download from internet connections. No user interaction is required. Macintosh updates will be made available on the district's network using the Self- Service App.

4. Consent of the IT Department is required to adjust or alter the laptop by the addition or deletion of any hardware.

5. I understand that backups of files to external media, if desired, are the responsibility of the computer user. Lawton Public Schools does not back up employee computers.

6. I will keep the laptop in good working order and will notify the IT Department of any defect or malfunction during my use. Some repairs/issues may not be repairable.

EMPLOYEE TECHNOLOGY (i.e., iPads, iPhones, Laptops, etc.) USER AGREEMENT (Cont.)

7. The laptop computer is a desktop replacement and must be at school during regularly scheduled work days in order to receive administrative communications, upgrades to anti-virus and other software, to take daily attendance and other requirements of the student records management system.

8. The IT Department reserves the right to collect laptops at any time deemed necessary and approved by the Superintendent.

9. I am responsible for the confidentiality and security of identifiable student information or other sensitive data on the laptop.

10. The laptop should always be used under my supervision. I will not allow my laptop to be used by an unknown or unauthorized person. I assume the responsibility for the actions of others who may be using the laptop that is issued to me. I will not allow my network user account and password to be used by anybody other than myself.

11. I am permitted to use the laptop on a wireless network outside Lawton Public Schools as long as it does not require me to install any additional firewall software or change any of my network configurations. (Network password entry is allowed. As is changing from the school "location" setting to another.)

12. It is my responsibility for the security and care of the laptop. (Laptop User Guidelines below).
    - •If the laptop is lost, stolen, or damaged while on or off school property, the incident MUST be reported within 24 hours to the IT Department and local police.
    - •**If the lost, stolen or damaged laptop and/or accessories is determined by the school administration to be caused by negligence or intentional misuse, I will assume** the full financial responsibility for repair costs or fair market value of assessed equipment.

13. I must return the laptop, including case, accessories and peripherals upon employment termination, transfer or retirement in accordance with the district's exit procedures. It is the employee's responsibility to keep their assigned laptop secure and protected at all times. Due care should be taken in the handling, transporting and usage of the laptop. Improper use or not being aware of safety issues can cause the laptop irreparable damage. The following suggestions include:
    - Use protected storage bags or carrying cases specifically designed for laptops. Lock laptops in cabinets or desks when possible.
    - Don't leave your laptop unattended.
    - Avoid creating a trip hazard when plugging in the laptop for power.
    - Use car trunks or other means to keep laptops out of plain view; keep car doors locked.
    - Be aware that extreme (hot and cold) temperatures in an enclosed vehicle will harm the laptop.
    - Keep drinks, food, lotions and other harmful materials away from the laptop.
    - Make sure that before you put your laptop into its carrying bag, it is shutdown. Inspect and clean the air vents in your laptop as needed for ventilation.
    - Operate your laptop on a hard surface preferably one that allows ventilation.
    - Unplug any accessories whenever your laptop is not in use, even for short periods of time, as it uses power unnecessarily and can cause overheating.
    - If your Internet is delivered through DSL, cable or satellite, verify that your Internet Service Provider (ISP) provides firewall protection.

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USER AGREEMENT (Cont.)

Name:_____ Grade:_____

Location / Site:_____ Room Number:_____

Address: _____

Home Phone :_____ Cell Phone: _____

Laptop Type/Brand: _____

Bar Code #_____ SN#_____

Model:_____

Date Equipment Taken: _____

[No printers will be loaned out]

My signature indicates that I have read, understand and agree to abide by the condition listed in LPS Policy CLBD. I further understand that Lawton Public Schools will seek to recover cost for repair or replacement of the laptop due to negligence on my part and/or failure to follow the district's Laptop Use Agreement**.**

Signature:_____ Date: _____