



School-Issued Laptop Equipment Contract

Dear NCHS Staff Member:

Below you will find expectations and guidelines for use of school-issued technology items. We ask that you read and review before signing. **Please submit your signed form to the IT Coordinator via Google Form.**

Acceptable Use Rules

- The laptop is an educational tool and should be used in that capacity only.
- NCHS staff are responsible for the laptop at all times. The school is not responsible for laptops left in classrooms, hallways, or off-campus.
- The laptop should not be used to – COPY, DOWNLOAD, UPLOAD, or SHARE COPYRIGHTED MATERIALS without legal permission. This includes reproduction of software applications.
- NCHS staff are the only authorized users of your school-issued device. Never share or swap laptops with another staff member. Keep your password confidential.
- Your laptop must come to school fully charged with power cords daily.
- Do not EAT or DRINK near your laptop.
- Do not mark the laptop in any way with markers, stickers, etc.
- Do not remove NCHS labels or asset tags.
- Do not insert foreign objects into openings of the laptop.

Internet Use Rules

- NCHS staff members agree to adhere to the NCHS Acceptable Use Policy signed by each staff at the beginning of the school year (Staff Handbook Guide).
- The laptop issued to you is NCHS property and all content (software, email, Internet usage) will be monitored at all times. Content found that is related to illegal or unethical activities will be reported to the authorities.
- Administrative staff have the right at any time to spot check any employee's school-issued device.

Off-Campus Use Rules

- Staff members are responsible for the care of their laptop.
- Each laptop **MUST** be secured in a backpack while in transit.
- Do not leave the laptop in vehicles unattended.
- In the event a laptop is lost or stolen, please obtain a report of the incident from your local police precinct. In addition, the school must be notified as soon as possible, please send all communication to it_helpdesk@northsidechs.org.
- Laptops will be replaced after the first incident.
- Staff members will be held responsible for the replacement cost of lost laptop and its power cords after the second documented incidence of a lost school equipment.

STAFF MEMBER ACKNOWLEDGEMENT

I have read and agreed to the **School-Issued Technology Checkout Contract**. I understand my responsibilities as a NCHS Staff member. *Violation of these policies will be subject to disciplinary consequences as addressed in the Acceptable Usage Policy.*

- **If a laptop becomes damaged Northside will cover the first \$150 of the repair. Staff will be responsible for the remaining balance of the repair. The replacement cost for the laptop will be \$500.00**
- **Incase of lost or stolen a Police report will be required and submit to the IT department.**

[Staff Signature](#)