



LITTLE SILVER PUBLIC SCHOOLS

SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICE FORM STAFF

Little Silver has diligently been working toward providing one-to-one technology to our students for school district authorized use only. **Policy 7522, School District Provided Technology to Staff members.** A technology device provided by the school district may include pre-loaded software. Staff members are prevented from downloading additional software onto the technology device or tampering with the computer or computer software installed on the technology device. To receive a school district provided technology device, the staff member must sign this **School District Provided Technology Device Form** requiring the staff member to comply with certain provisions. These provisions may include, but are not limited to:

- The staff member shall comply with the school district's Acceptable Use of Technology Policies;
- Any school district provided technology device loaned to a staff member must be returned to the school district in the condition it was initially provided to the pupil considering reasonable use and care by the staff member;
- The staff member may be responsible to reimburse the school district the cost of any technology device that is lost, damaged beyond reasonable use or beyond its value, abandoned, missing, stolen, or cannot be returned to the district;
- A staff member will be required to report any hardware/software problems in the operation of the device or missing equipment to the Technology Department, within two school days of the commencement of the problem;
- A staff member is required to immediately file a police report in the event it is believed the technology device has been stolen. Within one school day after filing a police report, the staff member will submit a copy of the police report to the Principal or designee;
- The signed School District Provided Technology Device Form shall be required before the issuance of a technology device to a staff.

By signing this document, the staff member agrees to the terms above and within **Policy 7522 School District Provided Technology Device.**

Staff Member's Name: (Print) _____

Staff members Name: Signature) _____

Date _____